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STUDENT HANDBOOK

UNIVERSITY OF ILLINOIS AT CHICAGO CIRCLE

UNIVERSITY OF ILLINOIS
1967-1968

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Contents

Campus Map	4
Academic Calendar	6
Board of Trustees	9
Administrative Officers	10
Office of Admissions and Records	13
The Colleges	21
Student Affairs	34
Student Code and Publications Regulations	54
Policies and Regulations	67
General Information	76
Index	82



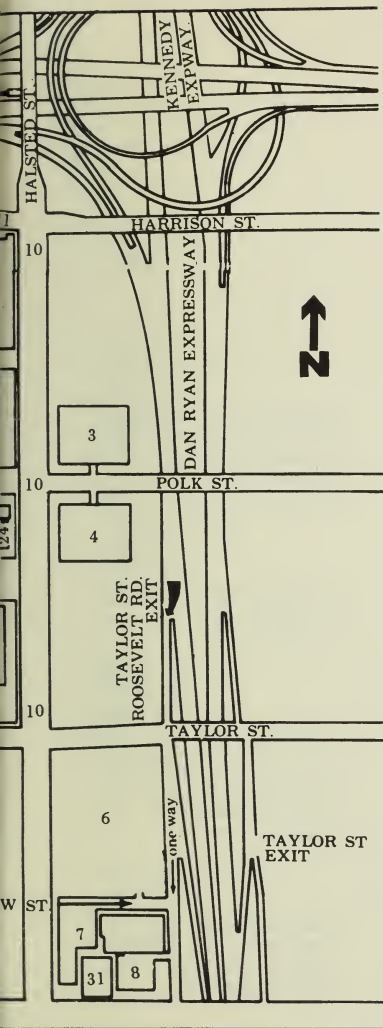
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Student Handbook

The University of Illinois at Chicago Circle

Centennial Year

**From a Distinguished Past
A Promising Future**



1, 2, 3, 4, 5, 6, 7, 8. Parking Lots.

All lots are self-sustaining; fee: 25¢ in, 25¢ out.

9. Peoria Street Entrance, CTA Halsted Street Station, Congress A and Douglas B trains.
10. Halsted (No. 8) bus stops.
11. Harrison (No. 7) and Blue Island (No. 60) bus stops.
12. Taylor (No. 37) bus stop.
13. University Hall; administrative offices, Admissions and Records, information.
14. Patrick Henry Hall (classrooms).
15. Jefferson Hall (classrooms).
16. Grant Hall (classrooms).
17. Douglas Hall (classrooms).
18. Lincoln Hall (classrooms).
19. Chicago Circle Center.
20. Lecture Center.
21. Amphitheater.
22. Library.
23. Stevenson Hall.
24. Hull House (national historical site).
25. Taft Hall (classrooms).
26. Burnham Hall (classrooms).
27. Addams Hall (classrooms).
28. Science and Engineering Laboratories.
29. Utilities Center (physical plant).
30. Services Building (physical plant).
31. Roosevelt Road Building (Military Science, Psychology, Energy Engineering).
32. Commonwealth Edison Substation.
33. Racine Avenue Building (Architecture and Art).
34. To Sangamon Street Building.

Under Construction

35. Architecture and Art Building, Phase I.
36. Science and Engineering Office Building.

Academic Calendar

1967-1968

Fall Quarter

September 18-22, M-F
September 25, M
November 23, 24, ThF
December 1, F
December 4-8, M-F

Registration and orientation
Instruction begins
Thanksgiving (holiday)
Instruction ends
Final examinations

Winter Quarter

January 2, Tu
March 8, F
March 11-15, M-F

Instruction begins
Instruction ends
Final examinations

Spring Quarter

March 25, M
May 3, F
May 30, Th
May 31, F
June 3-7, M-F
June 16, Sun

Instruction begins
Honors Day
Memorial Day (holiday)
Instruction ends
Final examinations
Commencement

Summer Quarter

June 17, M
July 4, Th
August 23, F
August 26-30, M-F

Instruction begins
Independence Day (holiday)
Instruction ends
Final examinations

1968-1969

Fall Quarter

September 23, 24, MTu
September 26, Th
November 28, 29, ThF
December 6, F
December 9-13, M-F

Registration and orientation
Instruction begins
Thanksgiving (holiday)
Instruction ends
Final examinations

Winter Quarter

January 2, 3, ThF
January 6, M
March 14, F
March 17-21, M-F

Registration and orientation
Instruction begins
Instruction ends
Final examinations

Spring Quarter

March 27, 28, ThF
March 31, M
May 30, F
June 6, F
June 9-13, M-F
June 15, Sun

Registration
Instruction begins
Memorial Day (holiday)
Instruction ends
Final examinations
Commencement

Summer Quarter

June 19-20, ThF
June 23, M
July 4, F
August 29, F
September 1, M
September 2-6, Tu-Sat

Registration
Instruction begins
Independence Day (holiday)
Instruction ends
Labor Day (holiday)
Final examinations



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RAY PAGE, Superintendent of Public Instruction	Springfield	62706

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1963-1969

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1967-1973

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Director, Placement	
Coordinator, Foreign Student Affairs	LAURETTE A. KIRSTEIN

The University of Illinois at Chicago Circle has prepared this Handbook to help you become familiar with the campus and aware of the student services available to you. We urge you to use these services and to take advantage of the educational experiences they provide. Though much of the information contained in this handbook is available in other University publications, we hope that this summary will enable you to utilize to the fullest the services described here.

The Handbook contains information about the University, including the Office of Admissions and Records, the several colleges, and the services provided under the general category of student affairs. In addition, it includes specific rules and regulations pertaining to student life that are contained in State laws, Board of Trustees regulations, the University Statutes, administrative regulations, and the Student Code, which is approved by the faculty Senate.

The Office of Admissions and Records

A student at the University of Illinois at Chicago Circle has recourse to all assistance within the province of the Office of Admissions and Records. Aside from the functions implied in its name—receiving applications, processing admissions, scheduling and conducting registration activities, and functioning as the official custodian of student records—this office offers the services listed on the following pages. Inquiry may be made by phone, at the Information Desk on the first floor of University Hall, or in the Admissions and Records Offices in that building and in the Racine Avenue Building.

Registration

Registration is the act of enrolling in an approved program of courses after the student has been approved for admission, has paid his tuition-and-fee deposit, has been granted a permit to enter, and has completed:

- A. Course placement examinations if required.
- B. Program advisement (a program consists of the set of courses and sections in which a student is registered at a given time).
- C. A medical examination.

The registration procedure is completed when the balance of the tuition and fees has been paid. The student is now eligible to attend classes for the quarter in which he is registered.

Continuing students and former students are exempt from steps A and C.

A student registers in one of two ways: by participating in advance enrollment or, if space remains after advance enrollment is closed, by participating in residual registration. The undergraduate student may not register by proxy.

Advance Enrollment is the process by which a student selects, in advance, his courses and sections for the ensuing quarter.

Residual Registration is held on assigned dates immediately before classes begin. Students participating in residual registration choose their courses and pay their fees on those days, provided classes and sections appropriate to their programs are still open. The student who delays enrollment until residual registration should be aware that he may not be able to obtain a full program.

Late Registration. Students who register later than the designated registration days for any quarter initiate registration in their college office. Late registrants are assessed a late-registration fine of \$15.

Registration as a Visitor. The privilege of attending classes as a visitor is granted only by the instructor of the class with the approval of the dean of the college concerned. Registration forms may be obtained from the Records Counter of the Office of Admissions and Records. Visitors are not permitted in laboratory, military, or physical education classes.

A visitor is not allowed to write an examination for course credit nor to participate in class activities.

A registered student on a full-fee schedule or a person in the permanent employ of the University does not pay a visitor fee.

Fees

Fees are assessed in full when the student registers.

Fees Per Quarter for a Full Program

	Resident	Nonresident
Tuition	\$57	250
Service Fee	32	32
Hospital - Medical - Surgical Insurance Fee	6	6
	<hr/> \$95	<hr/> \$288

Students in Debt to the University for fees or charges at the end of any session are not permitted to register and are not entitled to transcripts of records from the Office of Admissions and Records until the indebtedness is cleared.

Refunds

A student or a course visitor who withdraws from the University may receive a refund of that portion of the tuition and fees in excess of the nonrefundable deposit. The amount, if any, is determined by the time of withdrawal and the critical dates for each session, which are listed on the calendar in the Timetable for that quarter.

In each quarter

Nonrefundable: The \$30 deposit.

First ten days: Full balance.

Day 11 to midquarter: Half the balance.

After midquarter: None.

Dismissed students receive refunds on the above scale. If the total assessment was less than \$30, no refund is made.

Refunds for students who withdraw to enter military service: See *To Withdraw from the University to Enter Military Service*.

A student who withdraws from one or more courses and thereby reduces his registration to a lower range receives a refund, according to the foregoing schedule, of the difference in tuition and fees from the higher to the lower range.

A student who is dropped for poor scholarship will automatically receive a rebate of any tuition and fees he has paid at the time of advance enrollment.

Hospital-Medical-Surgical Insurance is not subject to refund. The student has purchased a term insurance policy, under which he remains covered until the expiration date of the policy rather than from the date of withdrawal from the University. Arrangements may be made at the Insurance Office for a student to be covered during an off-quarter vacation. This applies to all four quarters.

Quarter Grade Reports

The University will mail to each student and to his parents reports of his quarter grades. These reports are sent out approximately five school days after the end of the quarter.

Transcripts of Studies and Grades

A student who has paid all University fees is entitled to receive from the Office of Admissions and Records, on request and without charge, one transcript of his record. For each additional transcript the fee is \$1. There is no charge for transcripts sent to other campuses of the University of Illinois. Transcript preparation requires one to two weeks. Telephone requests cannot be honored.

Change of Address or Name

Address changes, for both students and their parents, should be reported at once to the Information Desk in the first-floor lobby of University Hall.

A student who changes his name from that which appeared on the original permit to enter must immediately report the change, together with appropriate supporting evidence, to the Information Desk.

Repetition of Courses Taken in High School

A student who has earned credit in a particular high school course may either desire to repeat the course in college before proceeding with advanced courses in sequence or be required to do so by the University because of failures in placement examinations.

Credit for these repeated courses will be recorded on the student's official University record. However, the dean of the college ultimately recommending the student's degree will decide whether credit for the repeated course will be allowed toward that degree.

University Credit (Advanced Standing) Granted on Admission from High School

Advanced Mathematics. The University of Illinois awards college credit in college algebra and/or trigonometry taken in certain high schools and passed with a grade equivalent of C or better, provided the credit is not needed to meet admission requirements. A student who believes he is entitled to such credit and has not received it should inquire at the University Hall first-floor Information Desk.

Advanced Placement Programs. The University of Illinois will grant advanced standing and/or advanced placement in certain courses on the basis of grades received on the College Entrance Examination Board (CEEB) Advanced Placement Examinations. A detailed statement of these courses and the credit or placement allowed will be found in the current Catalog of the University of Illinois at Chicago Circle.

To Change from One College to Another at Chicago Circle

For enrolled students: A student registered in one college who wishes to change to another should report to the office of the college in which he is enrolled. Such changes may be made only after the close of a session or during registration for an ensuing session. The Office of Admissions and Records will make a final check on the student's eligibility for transfer. Transfer is not complete until approval has been given by the Office of Admissions and Records. After approval, records permitting registration in the new college will be issued.

Newly admitted students or readmitted students who have not yet registered: The change is initiated by contacting the Office of Admissions and Records.

Admission to the University of Illinois Professional Colleges in Chicago—Medicine, Dentistry, Nursing, and Pharmacy

A student who wishes to apply for admission to the University of Illinois College of Nursing or College of Pharmacy should file an application with the Office of Admissions and Records of the University of Illinois at the Medical Center (1853 W. Polk Street, Chicago 60612) and request the Office of Admissions and Records at Chicago Circle to forward transcripts of his record.

Application for admission to the University of Illinois Colleges of Medicine and Dentistry are obtained from the Office of the College of Liberal Arts and Sciences, which will also answer questions about the qualifications for admission to these colleges.

Transfer to Urbana

A continuing student who wishes to transfer *directly* to Urbana secures an application blank from the first-floor Information Desk in University Hall after the first week of instruction of his final quarter of attendance at Chicago Circle. A former student at the Chicago Undergraduate Division or at Chicago Circle must write to the Office of Admissions and Records at Urbana, Illinois 61801, to request an application for readmission to the University at that campus.

The student should bear in mind that the Urbana campus operates on the semester system: Chicago Circle and the Medical Center, on the quarter system. Because of the differences in the beginning and ending dates of the semesters and quarters on the two campuses, transfer at any time other than the end of the academic year (June) or the end of the summer quarter can result in loss of time. For example, the fall quarter at Chicago Circle ends in early December; the spring semester at Urbana does not begin until February.

To Withdraw from the University

A student who leaves the University during any term must withdraw officially to protect his academic standing. Unless he does so, the grade in each course in which he is registered will appear on his record as Ab (absent), which counts as a failure. However, a student who is failing a course or courses at the time he withdraws may be required, at the discretion of his college dean, to accept the grade of E (failure). Withdrawals must be initiated in the student's college office.

Note: Withdrawal is not complete until approved clearance papers have been deposited in the Office of Admissions and Records. Withdrawal in absentia is possible if the student is unable to come in person. See Refunds.

To Withdraw from the University to Enter Military Service

If withdrawal occurs during the first six weeks of instruction, the student is entitled to a full refund of his tuition and fees, less the Hospital-Medical-Surgical Insurance fee.

If withdrawal occurs between the fifth and the eighth weeks of instruction, the student will receive one-half refund of his tuition and fees (less the Hospital-Medical-Surgical Insurance fee) and one-half credit for all courses in which he is earning a grade of C or better at the time of his withdrawal. For courses in which his grades were below C, grades of W (withdrawal without penalty) will be recorded. No refund of tuition and fees is made after the eighth week; full credit is allowed for all courses in which the student is earning grades of C or better, and W is recorded for courses in which he is receiving grades below C.

When a student withdraws from the University to enter military service, he must be on active duty within ten days after withdrawal if he is to benefit from the foregoing rules, and it is his responsibility to present to the University proof of the fact. The most effective way of presenting such proof is to have the personnel officer of the unit to which he is assigned certify to the University the date of the student's assignment to active duty.

To Be Readmitted to the University

A student who completes any session on clear status or on probation status automatically may register for the succeeding session. The "succeeding session" for the spring quarter is either the summer or the fall quarter, depending on his registration. For a student approved for an off-quarter vacation, the "succeeding quarter" is the one following the vacation. These students are continuing students and do not apply for readmission.

If a student is on "status undetermined" because of Ex (excused) grades in one or more final examinations, he may not register unless the dean of his college approves.

A student is not considered a continuing student and must apply for readmission at the Office of Admissions and Records if:

1. He was not registered at Chicago Circle in the previous session.
2. He is on drop status for poor scholarship or by disciplinary action, in which case he must also file a petition with his application.

Exception: If a student is dropped for poor scholarship at the end of any quarter, he should consult with the dean of his college for possible readmission in the immediately ensuing quarter.

3. He withdrew prior to the end of the preceding session. If he withdrew within the last two weeks of instruction of a quarter or the last three weeks of instruction of a semester, he must also petition.

A student who applies for readmission after attending another institution must furnish transcripts from each such institution he attended.

High School Credit Earned After University Entrance

After a student has registered in a college of the University of Illinois, he cannot receive credit for courses subsequently taken in a high school unless he passes a University-administered examination in the subject.

Residence Classification for Admission and Fee-Assessment Purposes

Evidence for determining the legal residence of each applicant for admission to the University as a student will be submitted to the Director of Admissions and Records when application for admission is made. Either the resident-student or the nonresident-student fee will be assessed, as applicable, on the basis of the evidence filed in the Office of Admissions and Records.

In all cases where evidence establishes that the student's legal residence is not in the state of Illinois, the nonresident fee will be assessed unless he is



specifically exempted. A student who takes exception to the ruling that the nonresident fee is payable will pay that fee, but he may file a claim, in writing, for a refund of the portion thereof in excess of the resident fee. Such a claim must be filed within thirty days of the date that instruction begins for the academic period for which the fee is payable. If the nonresident fee was not assessed on or prior to that date, the claim for refund may be filed *within thirty days* after the nonresident fee was assessed and the student was given notice of such assessment. If such claim for refund is not filed within the thirty-day period, the student loses all rights to a refund of any portion of the fee assessed for that academic period.

Requests for change-in-residence classification are made at the Records Counter of the Office of Admissions and Records, where necessary forms will be provided.

If a student who claims he is a resident is dissatisfied with an adverse ruling by the Director of Admissions and Records, he may obtain a review of the decision by the Legal Counsel of the University. To do so, he must file with the Director of Admissions and Records a written request, within twenty days after he has been notified of said ruling, that the ruling be referred to and reviewed by the Legal Counsel, whose decision will be final.

Off Quarter Vacations

Students may use any one of the four quarters of instruction as the vacation quarter. The student wishing to use a fall, winter, or spring quarter as vacation can assure his classification as a continuing student at Chicago Circle by filing an *Application for Off Quarter Vacation* with the Office of Admissions and Records prior to the first day of class of the quarter for which vacation is being requested. The form may be obtained from Room 130, Racine Avenue Building. Vacation must be restricted to one quarter per calendar year. Students electing an alternate quarter (other than summer) vacation are permitted to advance enroll for the quarter following the vacation at the same time as are those who attended classes during the quarter the student used for vacation.

The Colleges

College of Architecture and Art	Racine Avenue Building
College of Business Administration	2522 University Hall
College of Education	1500 University Hall
College of Engineering	2333 University Hall
College of Liberal Arts and Sciences	1516 University Hall
School of Physical Education	606 Chicago Circle Center

The University of Illinois at Chicago Circle is composed of five colleges—Architecture and Art, Business Administration, Education, Engineering, and Liberal Arts and Sciences—and the School of Physical Education.

A student is admitted to a college of the University of Illinois, he meets college requirements, the college has final responsibility for advisement in his education, and he is graduated on the recommendation of the college. Consequently, final decision on all academic matters in the University of Illinois rests with the student's college.

Classification of Students

Classification is by year and is made in the Office of Admissions and Records, at the end of each quarter, on the basis of the number of credits earned, including physical education and military science. Classification for registration purposes, for eligibility for student activities, and for participation in intercollegiate athletics is based on the following scale:

Freshman standing	0-44 hours
Sophomore standing	45-89 hours
Junior standing	90-134 hours
Senior standing	135 or more hours

Full-Program Requirement

Each student is required to pursue a full program of studies. The minimum program required if a student is to be certified by the University to the Selective Service System as a full-time student is 12 hours; for certification for Veterans Benefits, 14 hours; for eligibility for intercollegiate athletics, 12 hours. The minimum program for classification as a continuing student varies among the colleges. Consult the College Office for criteria.

Grades and Symbols

There are four passing grades—A, B, C, and D—for which there are no official numerical equivalents or ranges, and three symbols.

<i>Grade or Symbol</i>	<i>Meaning</i>	<i>Grade Points per Hour</i>
A	Excellent	5
B	Good	4
C	Average	3
D	Poor but passing	2
E	Failure	1
Ab	Failure because of absence from final examination without excuse (<i>See Examinations</i>)	
W	Withdrawn from the course without penalty (no grade.)	
Df	Grade deferred (independent study courses only)	

The Grade-Point Average (used in applying college probation and drop rules) is computed by multiplying the number of hours for each grade by the number of grade points per credit hour, adding the products to give the total number of grade points, and dividing by the total number of hours. For example:

<i>Grade</i>	<i>Hours</i>	<i>Weight</i>	<i>Grade Points</i>
A	4	5	20
B	6	4	24
C	5	3	15
	<hr/>		<hr/>
	15		59

Total

The grade-point average is $59/15$ or $3/93$. See the probation and drop rules for your college to determine whether physical education and military science are included in computing the average. All other courses taken count in the average used in applying the probation and drop rules.

Residence Requirement for Graduation

A bachelor's degree is conferred on a student who completes satisfactorily a curriculum in one of the colleges of this campus. A student must be in residence (enrolled on this campus) for either the first 135 continuous quarter hours or the last 45 continuous hours of his University work. A student who transfers to Urbana as a candidate for a degree must complete either the junior or the senior year (two semesters or the equivalent) on the Urbana campus and earn a minimum of 30 semester hours there.

Scholastic Regulations

Minimum scholastic standards in all undergraduate curricula have been adopted by the University Senates and approved by the Board of Trustees. These standards are embodied in three rules: The Graduation Requirement Rule, the Basic Probation Rule, and the Basic Drop Rule, amplifications of which follow.

In addition, a college or a division may impose criteria for dropping a student from a curriculum or college without prior probation, may set a grade-point average above 3.000 for retention, may impose levels of probation, and may specify a minimum lapse of time between a drop action and consideration of a petition for readmission. The scholastic progress of a student is the concern of the dean of his college: The dean will specify the terms of probation, may limit the number of hours for which the student may register, and may exclude the student on probation from certain courses. The dean likewise has authority to place a student on probation.

The Graduation Requirement Rule. A minimum average of 3.000 in all work counted for graduation and in all work done at the University of Illinois is required for graduation from all curricula.

The Basic Probation Rule. If a student's grade-point average is below 3.000 at the end of any quarter, he is placed on probation for the following quarter.

Probation is a warning to the student that his record is unsatisfactory and that he is in danger of being dropped from the University for poor scholarship. A student on probation may not participate in any extracurricular activity, other than by attendance, unless he has written consent from the dean of his college.

If a student is placed on probation under the Basic Probation Rule, he will have to earn more than a 3.000 average to meet the Graduation Requirement Rule. Consequently, the colleges commonly impose a level of probation above 3.000, and the student comes under the more stringent rule.

The Basic Drop Rule. If at the end of a quarter on probation a student's grade-point average for that quarter is below 3.000, he is dropped from the

University for poor scholarship unless his cumulative average is still at least 3.000, in which case he is allowed to continue on probation. As with the Basic Probation Rule, the Basic Drop Rule is extended by the drop rules of the college in which the student is registered. See also *Readmission to the University After a Scholastic Drop*.

Probation Rules of the Colleges

In addition to being subject to the Basic Probation Rule, a student is also subject to the probation rule or rules of his college.

The College of Architecture and Art Probation Rule. A student will be placed on probation, on terms determined by the dean, if he is registered for 6 to 10 hours and fails to pass all. Consult the College Office for possible revision of this rule.

The College of Business Administration Probation Rule. A student will be placed on probation if he enters his senior year with his college graduation average* below 3.000. A student may not remain on probation for more than two consecutive sessions in which he is enrolled.

*The college graduation average is computed from those courses taken at Illinois which are counted toward the degree.

The College of Education Probation Rules. A student will be placed on probation if:

1. In any quarter he has a grade-point average below 3.300.
2. He is readmitted after leaving the University on probation or on drop status. In either case, the probation level is 3.600.

Mandatory Transfer to the General Curriculum. The student who fails to meet the terms of his probation but has a cumulative grade-point average of at least 3.000 and meets the college admission requirements will be transferred to the General Curriculum of the College of Liberal Arts and Sciences.

The College of Engineering Probation Rules. A student will be placed on probation if:

1. His Illinois average is greater than 3.000 but his average in any quarter is less than 3.000. His probation will be 3.000 for the following quarter.
2. His total Illinois grade-point deficiency is 1 to 6 grade-points at the end of any quarter. His probation will be 3.250 until his cumulative Illinois grade-point average is 3.000 or greater. Three grade points over a C average will be considered as meeting a 3.250 probation.
3. His total Illinois grade-point deficiency is more than 6 grade-points at the end of any quarter. His probation will be 3.500 for the following quarter. As long as he maintains a 3.500 or better average, he will continue on probation until he is subject to rule 2, above, or his Illinois aver-

age is 3.000 or greater. When he has 6 grade-points over a C, he will have met the 3.500 probation.

The College of Liberal Arts and Sciences Probation Rule. A student may not remain on probation for more than two consecutive quarters in which he is enrolled.

The School of Physical Education Probation Rules. A student will be placed on probation on terms determined by the Director if he fails to maintain the quality of work necessary for retention in special programs. (See also Advanced Standing in Teacher Education.) He will be retained on probation if he is on probation and falls short of its terms but makes up at least half of his grade-point deficiency.

Drop Rules of the Colleges

The College of Architecture and Art Drop Rules. A student will be dropped if:

1. He fails to earn 6 hours of C in any quarter, exclusive of basic military science and required physical education.
2. He is registered in less than 6 hours and fails to earn grades of C or above in all.
3. He has taken 90 quarter hours at Illinois and has a grade-point average below 3.000.

Consult the College Office for possible revisions in the above rules.

The College of Business Administration Drop Rules. A student will be dropped if:

1. He fails to earn at least a 2.000 average in any quarter.
2. He does not achieve a cumulative average of at least 3.000 after two quarters on probation.

If a student in the College of Business Administration is dropped from more than one-third of his work because of absences, he will be dropped from the University.

The College of Education Drop Rule. A student will be dropped if his grade-point average in any session is below 2.000.

The College of Engineering Drop Rules. A student will be dropped if:

1. He is on probation and does not make the grade-point average or meet other special terms stipulated in his probation.

Exception: If he is subject to probation rule 2 or 3 and raises his cumulative Illinois average to 3.000, he will be carried on clear status even though he failed to make the 3.250 or 3.500 College average specified.

2. His total Illinois grade-point deficiency is more than 16 grade-points. A student who has been dropped is usually not considered for readmission until at least two quarters have elapsed.

The College of Liberal Arts and Sciences Drop Rules. A student will be dropped if:

1. He fails to earn a 2.000 (D) average for the quarter, exclusive of courses in military science and required physical education.
2. He fails to earn a 3.000 average in any quarter in which he is on probation.
3. He does not earn a cumulative average of 3.000 after two quarters on probation.

A student who has been dropped for poor scholarship will not be considered for readmission until *at least* one quarter has elapsed.

The School of Physical Education Drop Rules. A student will be dropped if:

1. He fails to earn at least 6 quarter hours of C while carrying 12 or more quarter hours.
2. He has 90 quarter hours but his cumulative grade-point average is below 3.200.

Additional Drop Rules

Dropping Because of Absences. When an instructor reports that a student's absences are impairing his class standing, the dean of the student's college may require the student to withdraw from the course with a grade of E. If the grade of E is given, such failure may not be removed by special examination.

Readmission to the University After a Scholastic Drop requires favorable action on the student's petition by the dean of his college. Readmission is on probationary status at a level determined by the dean.

Additional Scholastic Information

Advanced Standing in Teacher Education. If a student is to continue in any teacher education curriculum beyond his sophomore year, he must request admission to advanced standing, which is approved or rejected after consideration of the applicant's academic and personal qualifications for teaching.

The academic criterion is the cumulative grade-point average. A student satisfies this criterion if his average is at least 3.500. He is rejected if the average is below 3.300. Additional evidence may be required if the average is 3.300 or above but is below 3.500.

To Change from One College to Another at Chicago Circle. A student registered in one college who wishes to change to another should report to the office of the college in which he is enrolled. Such changes may be made only after the close of a session or during registration for an ensuing session. The Office of Admissions and Records will make a final check on the student's

eligibility for transfer. Transfer is not complete until approval has been given by the Office of Admissions and Records. After approval, records permitting registration in the new college will be issued.

Newly admitted students or readmitted students who have not yet registered initiate the change in the Office of Admissions and Records.

To Change a Curriculum. Since curricular requirements vary within the colleges, a student who wishes to change from one curriculum to another should initiate the action in his college office.

To Change a Study Program. A change in program occurs when a student drops a course in which he is officially registered or adds a course, or both. A change from one *section* to another of the same course is not a change in program.

Permission for a change of program may be given only by the dean of the college in which the student is enrolled. Permission for a change of section may be given only by the department offering the course in which the change is requested.

The fee of \$1 may be charged for each change of course effected. There is no charge for a change of section.

A new course may not be entered by an enrolled student after the close of the second week of instruction in any quarter.

Exception: A student required to drop an advanced course and register in a prerequisite course because of inability to carry the advanced course. Unless otherwise noted on the change-of-course form, a W (withdrawn without penalty) will be recorded for a course thus dropped.

Repeating a course. If a student is permitted by the dean of his college to repeat a subject for which he has received credit, either by classwork at the University or by advanced standing allowed for work done elsewhere, he forfeits his original credit. This is the minimum University rule that applies to repetition of a course. Additional rules may be applicable in some colleges and curricula.

Nomination to the Edmund J. James Scholars Program

Students chosen to participate in the all-University Honors Program are designated as Edmund J. James Scholars in honor of one of the University's distinguished scholar-presidents. Entering freshmen are selected on the basis of high school rank, test scores, and high school recommendations. Resident students, until they have earned more than 5 quarters of credit, are selected on the basis of grade-point average and faculty recommendations. Between three and five percent of the student body are designated Edmund J. James Scholars.

Correspondence Courses

A resident student registered for courses at the University of Illinois or at any other college or university will not be permitted to enroll in correspondence courses unless the dean of his college so recommends and the Head of Correspondence Courses approves. If a student enrolled for correspondence study registers for study in residence at this or any other institution of college level before he completes the correspondence study, he must secure permission from the dean of his college to continue the correspondence study or request of the Head of Correspondence Courses that he be placed on inactive status until enrollment as a full-time student is terminated.

A student on drop status may register for correspondence courses only with the written approval of the dean of the college from which he was dropped.

A college student who is temporarily not in residence at the University may continue his progress toward graduation by means of the courses listed in the bulletin "Correspondence Courses," which may be obtained by writing to the Head of Correspondence Courses, 104 Illini Hall, Champaign, Illinois, 61820.

After he enrolls, a student may count toward his degree as much as 90 quarter hours (60 semester hours) of correspondence-study credit in subjects passed with grades of C or higher if he also meets the residence requirements of the University.

Concurrent Registration

In general, it is considered scholastically hazardous to enroll concurrently at both a college of the University of Illinois and another accredited institution. A student contemplating such concurrent enrollment must get approval from the dean of his college before he so registers.

The English Requirement

Proficiency in written English is a requirement for all undergraduate degrees awarded by the Urbana and Chicago Circle divisions of the University. To assure such proficiency, students who receive grades of C or D in Rhetoric 102 or its equivalent are required to pass the English Qualifying Examination before they are graduated.

Examinations

Quarter Examinations.

1. Examinations must be taken at the close of each quarter in all courses except those where an examination is unnecessary or impracticable.

2. Deferment of a final examination may be authorized only by the dean of the student's college. A student who must miss a scheduled final examination should report this fact to the dean of his college as soon as possible and before the examination is given. If his reason for requesting deferment is legitimate, he may be excused by the dean of his college and may be examined later at the mutual convenience of the instructor and himself. Absence from a final examination without an explanation results in a grade of Ab (absent) and counts as a failure.
3. An Ex (excused) that is not removed by the end of the quarter following that in which it was received automatically becomes a grade of E if the student is enrolled in the following quarter. If the student receiving an Ex does not re-enroll, the Ex, if not removed, becomes an E after one calendar year.
4. If the dean of his college approves, the student who has not made up an excused examination may be withdrawn from the course retroactively if such withdrawal is completed within the time limits specified in paragraph 3.
5. If a student is absent on active military service, is physically disabled, or is otherwise unable to comply with the rule for removing the Ex within the specified time, he may be granted a limited extension by the dean of his college.

Proficiency Examinations, analogous to the quarter examinations, are available in all courses ordinarily open to freshmen and sophomores. There is no fee for these examinations. A student who passes a proficiency examination is given credit toward graduation if this credit does not duplicate credit counted for his admission to the University and if the course is acceptable in his curriculum. The grade for a proficiency examination is "passed" or "not passed," but a student is not given a "pass" unless he has made at least the equivalent of C in the examination. No official record is kept of failures in these examinations.

1. A proficiency examination may not be taken to raise a grade or remove a failure.
2. A proficiency examination may be written only by a person in residence or, having been in residence, is registered in correspondence courses at the University of Illinois.
3. A proficiency examination may not be written by a student who has credit for more than one quarter of work in the subject of the course in which the examination is requested.

Special Examinations. Special examinations may be taken only in courses failed at the University of Illinois and in University of Illinois correspondence courses in which a grade below C was received. A special examination in a course failed should be taken before the end of the next quarter in which the student is registered following such failure. This examination may be written only upon the recommendation of the head of the department concerned and with the approval of the dean of the college in which the student is enrolled. A

special examination is recorded as "passed" or "failed," but a student is not given a "pass" unless he has made the equivalent of at least C on the examination. Credit earned by special examination is not used in computing grade-point averages, but it does count toward graduation. A request for a special examination should be initiated in the office of the head of the department concerned. A fee of \$10 is paid in advance for each special examination.

1. A special examination may not be given during the period that begins ten days before and continues for ten days after each final examination period.

Exception: Special examinations may be given on and after the first Friday of the winter and spring quarters.

2. Under rule 1, a student who has completed the work of the fall or winter quarter is considered registered and eligible to write such an examination for 15 days after the close of the final examination period. A student who has completed the work of the spring quarter and is not registered in the summer quarter is considered registered and eligible to write such an examination until the end of the registration period of the fall quarter.
3. A special examination in a correspondence course in which a grade below C was received by a student not currently registered in the University must be taken within 30 days of the date of notification of the grade by the Correspondence Section of the Extension Division.
4. A student who has been dropped from the University is not eligible to write a special examination.
5. The Recorder is authorized to issue a special examination permit to a person not currently registered in the University but who is nevertheless a candidate for a degree at the close of the college year in which the examination is to be written and who does not need more than 15 quarter hours to complete degree requirements.

Physical Education Requirements

Men and women entering the University with fewer than 90 quarter hours of credit are required to earn six quarters of credit in physical education, including any amount transferred. Veterans and those entering with 90 or more quarter hours are exempt from the requirement.

Physical education may be deferred only by written request through the appropriate physical education department, which will make recommendation to the dean of the student's college. Final authority rests with the college.

Graduation with Honors

The Chicago Circle Senate and the Board of Trustees establish the criteria under which students are awarded departmental, college, and University honors.

Department Honors (Departmental Distinction) may be awarded if the student has met the criteria established by his major department and his college for such an award. His diploma carries the designation Distinction, High Distinction, or Highest Distinction, as appropriate.

General College Honors are awarded the student recommended by the dean by virtue of a sufficiently high scholastic average and the fulfillment of scholastic and other conditions determined by the college from which the student will be graduated. His diploma and his transcripts carry the notation of such an award.

Graduation with College Honors gives the student a favorable position when he is considered for a graduate fellowship, an unusual job-placement opportunity, or any other competitive situation.

The Book of Academic Honors carries the names of those students who have at least a 4.5 cumulative average from college entrance through the quarter prior to graduation for all work taken at the University exclusive of basic military courses and required physical education and who are in the top 3 percent of the students who will be graduated with them. A transfer-student candidate for listing in the Book of Academic Honors must have earned 60 or more quarter hours at Illinois and have an Illinois cumulative average and a total cumulative average as high as the lowest average listed for those honors candidates in his college who have completed all work at Illinois.

Academic Honors

Recognition for superior academic achievement at Illinois is given by the University and by the college and department in which a student is enrolled.

To be considered for academic honors in any quarter the student must qualify as a full-time enrollee—one who completes 12 academic hours *exclusive* of required physical education, basic military science, courses in which he has excused or deferred grades, and courses completed by an examination for which "pass" is recorded.

Undergraduate Honors

The Honors Day Convocation gives annual public recognition to the University's superior undergraduate students. The Convocation printed program names those students who have been on the Dean's List of their colleges for all quarters in which they were enrolled since the preceding Honors Day. In addition, transcripts for these students carry the notation "Honors Day Recognition, 19—."

Edmund J. James Scholars are also recorded in the Honors Day Program if they have achieved a successful academic record for the year. In addition,

transcripts for these students carry the designation "Edmund J. James Scholar, 19—."

The Dean's List for the colleges is composed each quarter of those students who have an average of B (4.000) or better in all courses, exclusive of basic military science and required physical education. This list is posted in the college offices and is sent to the Office of Public Information for distribution to the press.

Special Honors

Alpha Lambda Delta, a national honor society founded at the University of Illinois in 1924 to recognize freshman women for excellence in scholarship, granted a charter to Chicago Circle in 1965. Membership is open to freshman women who achieve a 4.500 or better average for 12 or more hours of academic work in the first quarter or a 4.500 or better cumulative average for two or three quarters of the freshman year.

The Alpha Lambda Delta tutoring program is an invaluable source of assistance to freshman women requesting this service at the Office of the Dean of Women.

Five annual fellowships of \$2,000 each are granted by the National Council of Alpha Lambda Delta to graduating seniors who are members of Alpha Lambda Delta or to graduates of the past two years. Further information may be obtained from the Office of the Dean of Women.

Phi Eta Sigma, a national honor society for freshman men was also founded at the University of Illinois. Membership is open to freshman men who have a 4.500 or better average for 12 or more hours of work in the first quarter of the freshman year or a 4.500 average for the entire year.

Members of both groups engage in service projects, assist at Honors Day, and carry on a tutoring service.

Additional Honors

The Ernest C. Van Keuren Award for excellence in the humanities.

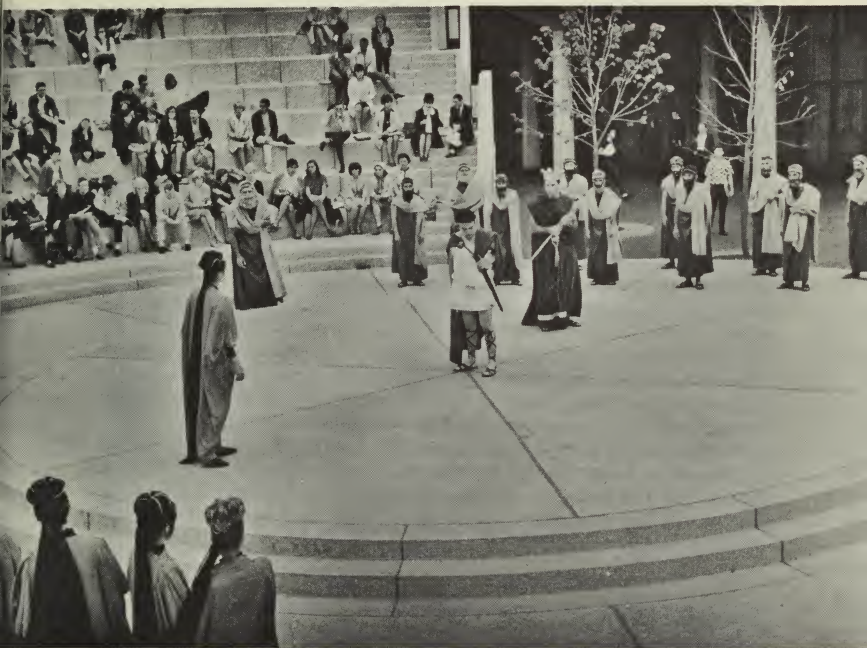
The B. B. Freud Award for excellence in chemistry.

The Roscoe E. Harris Award for excellence in physics.

The National Council of Alpha Lambda Delta Book Award for the highest ranking senior of the chapter.

The Gordon Lee Goodman Award for Distinction in Undergraduate Studies in History. Friends and relatives of the late Gordon Lee Goodman, associate professor of history at the University of Illinois at Chicago Circle, have estab-

lished a fund in his memory "to support excellence in the undergraduate program in history." Annually the Department of History at Chicago Circle designates at least one and not more than four Gordon Lee Goodman Scholars in History. The student must have attained or be about to attain senior standing, must be a major in history, and must have demonstrated excellent scholarship in the discipline. Designation as a Gordon Lee Goodman Scholar in History carries a stipend that will be paid from the income of the memorial fund. The Department of History maintains a permanent record of all who have been named Gordon Lee Goodman Scholars in History and will identify students so named in all appropriate University announcements and publications.



Student Affairs

The Dean of Student Affairs 828 University Hall

The Dean of Student Affairs is a major officer of the University. He reports directly to the Chancellor and helps in the formulation of policy that governs student affairs; he also works closely with other members of the administrative staff, with Student Government and other student organizations, and with the faculty Senate Committee on Student Affairs. His office is responsible for coordinating the activities and functions performed by the Offices of the Dean of Men and the Dean of Women, Financial Aids and Student Employment, Foreign Student Affairs, Organizations and Activities, Placement, Student Counseling, and Student Health Services. The Office of the Dean of Students, along with the offices listed above, should be regarded as the principal point of contact between the individual student, the student organizations, and the University Administration. Problems faced by students in their adjustment to the University, including their relationships to each other, to extracurricular activities, to their college offices, to the University police or to other administrative agencies may be brought to this or to any of the above offices for help in their resolution.

The Dean of Men 801 University Hall

The Dean of Men is responsible for general guidance of men students. He and the Assistant Dean of Men are the major officers involved with the interviews and recommendations for scholars' ships, grants, and loans. Both serve as advisers to whom men students may turn for assistance with personal prob-

lems, budget problems, interpretations of University policies, and many other matters. Recommendation forms and inquiries received from other institutions, agencies, and employers involving present and/or former students are processed by the Dean of Men and his staff. Besides being available for daily personal counseling of men students, the Dean of Men and his assistant are available to parents for such inquiries as they may wish to make.

The Dean of Women **820 University Hall**

The Dean of Women and her staff advise and counsel women students on personal, financial (loans and scholarships) and other special needs, and interpret policies and general regulations. The Dean of Women also acts as liaison in interpreting the needs of women students to other campus agencies and to the faculty. Activities, such as Alpha Lambda Delta (the national scholastic honor society for freshman women), the Activities Honorary Society (for special recognition of outstanding leadership to the University through activities) and the University Dance Committee are also assisted by the personnel of this office.

Financial Aids, Student Employment, and Placement **809, 822 University Hall**

In a sense, all students enrolled in the University of Illinois at Chicago Circle receive financial aid, for the taxpayers underwrite a sizable part of the cost of the student's education, as is true at other state-supported colleges and universities.

Financial aid, in the form of scholarships, grants, loans, and employment, is assigned by the Director of Financial Aids, who works with the following offices: Dean of Students, Dean of Men, Dean of Women, Coordinator of Student Employment, Coordinator of Foreign Student Affairs. Interviewing, counseling, processing applications, and assigning available scholarships, grants, loans and employment, are done in these offices. The Director of Financial Aids is responsible for approving all awards and coordinating the total aid program. The amount of the award reflects both the acuteness of the student's financial need and his scholastic excellence.

Nonuniversity Aid. The State Board of Vocational Rehabilitation and the Governor's Committee for Veteran's Rehabilitation and Employment provide financial assistance to help meet college expenses for selected students with impaired health or physical handicaps.

The Department of Children and Family Services and the Department of Public Aid also furnish assistance to needy students under their jurisdiction for the purpose of assisting the students to obtain a college education. Information about these programs can be obtained from the local offices of the appropriate agency or by writing to the state office of the agency in Springfield.

Scholarships—General Information

Most scholarships for attendance at Chicago Circle are awarded chiefly to area residents and to other residents of Illinois, since the University is state supported.

Eligibility. A superior academic record, financial need, and an application on file that includes a Parents' Confidential Statement provide the evidence for determining the need and eligibility for scholarship assistance. The student should prepare an estimated budget for tuition and fees, books, travel expenses, and personal needs to assist himself and the Financial Aids Office in evaluating his degree of financial need.

Estimated Moderate Expenses for Students at Chicago Circle (unmarried undergraduates) for three quarters are computed below. Such variable items as clothing, recreation, and unusual commuting expenses are not included.

*Tuition and Fees	\$285
(nonresidents of Illinois: \$864)	
*Textbooks and School Supplies	150
†(additional for students in engineering, art, and architecture: \$75)	
Maintenance (room and board at home; meals on campus)	500
*Transportation (public)	105
Personal expenses	400
Total (three quarters)	<hr/> \$1440
	(1515)

* Only the starred(*) items are actual expenses; others are estimates.

† The estimated additional textbook and supplies allowance will be made *only* to students enrolled in engineering, art, and architecture curricula.

As is the case in many other universities, the University of Illinois at Chicago Circle does not have enough scholarship monies to make awards to all students who are qualified, so scholarships must be assigned to those students who are the best qualified and who show academic and personal promise of profiting from the award of such funds.

An applicant for scholarship aid in any amount must submit some form of financial statement, such as the foregoing estimated budget. If he seeks aid he will also need to submit a Parents' Confidential Statement to the College Scholarship Service, which will inform the University of his eligibility without disclosing details of family finances. This statement form may be obtained from high schools or from the Office of Financial Aids.

Applications. A student applying for admission or readmission for September, 1968, or thereafter, who meets scholarship and/or grant eligibility require-

ments, and who wishes to be given preference for an award must complete these steps:

1. Report his intention to apply for a scholarship by checking the appropriate item on his Application for Admission to the University. A scholarship application, which must be completed and returned to the University, will be mailed to each student who checks this item. If a student does not receive a scholarship application form within three weeks following his receipt of notification of acceptance in the University, he should contact the Office of Financial Aids.

2. Have his parents complete a Parents' Confidential Statement by the 24th of January preceding the September enrollment and mail it to the College Scholarship Service, Box 881, Evanston, Illinois, 60204, for analysis. Students currently enrolled in the University and students who failed to check the Application for Admission may obtain a scholarship application form from:

The Office of Financial Aids
Room 809 University Hall
University of Illinois at Chicago Circle
P. O. Box 4348
Chicago, Illinois 60680

A scholarship application form will not be sent to a prospective student until his completed Application for Admission to the University has been received and processed by the Office of Admissions and Records.

Continuing students who are currently enrolled in the University and who were admitted or readmitted prior to September, 1965, are not required to have a Parents' Confidential Statement on file with the College Scholarship Service.

Most scholarships and grants awarded are announced between March 15 and July 1 for the following school year, although a few awards may be made after July 1. Currently enrolled students may file scholarship or grant applications at any time, but priority is given for aid scheduled to begin in September to those students whose applications are received by June 1. Since transfer students cannot file an application for admission prior to March 1 for the following September, scholarship funds are reserved for awards to those transfer students who apply for scholarship assistance immediately after March 1.

Scholarships Established by State Statutes

Scholarships Awarded by the Illinois State Scholarship Commission. More than 7,000 monetary awards were made last year to high school seniors who rank in the upper half of their high school class. They may apply for Illinois State Scholarships, which can be used at any approved college or university in Illinois.

Scholarships are awarded to the best qualified applicants on the basis of their high school record and on performance on an examination prescribed by the Commission. Monetary awards equal to the cost of tuition and fees, but not exceeding \$1,000 a year, are made to scholarship winners who show

financial need. These are one year awards, but they may be renewed annually for three years if the holder maintains a satisfactory record and continues to show financial need. Scholarship winners who do not show financial need are given honorary awards. Application forms and information may be obtained from high school principals.

Effective since September, 1966, a State Scholarship winner has been able to receive the benefits of an award while pursuing a program of an Illinois institution at a location outside the state, such as a research program at an institution with facilities not obtainable at an Illinois institution. This policy will enable monetary award winners to retain eligibility for payment while studying outside the State, providing the following requirements are met:

1. The student is registered in an approved Illinois institution.
2. The student is required to pay to the approved Illinois institution the standard tuition and fees applicable to all students at that institution.
3. The course credits are recorded on the official transcript of the approved Illinois institution.
4. The student meets all requirements of a State Scholarship winner (i.e., full-time status and good academic standing).

Illinois State Upperclass Awards (hereinafter referred to as the grant program) for sophomores, juniors, and seniors who are in good standing (3.000 through 5.000). This grant is based on financial need regardless of measured test score or high school record. Financial need is demonstrable if the student's total commuting budget exceeds the combination of assessed parents' financial strength and student self-help. It is possible for some grant recipients to receive aid amounting to approximately one third of the estimated cost (\$1025) for an academic year (three quarters). Grant recipients must reapply each successive year. As this article is being printed, the General Assembly is considering extending the grant program to include freshmen. Application forms and information may be obtained from the Office of Financial Aids, Room 809, University Hall.

County Scholarships Awarded by Examination. The Illinois County Scholarship Committee awards two scholarships annually to high school graduates in each county who rank highest on an examination. Individuals who have had any college-level work after graduation from high school are not eligible for these scholarships. They can be used at any of the state-supported universities in Illinois.

Additional scholarships for high school graduates who have not had any college work are also awarded by the University of Illinois in counties with populations in excess of 100,000.

One scholarship is available in each county for a prospective home economics student, a prospective agriculture student, the child of a veteran of World War I, the child of a veteran of World War II, and the child of a veteran of the Korean conflict. These latter scholarships are not restricted to high school seniors, and, like the scholarships awarded in the larger counties whose population exceeds 100,000, can be used only at the University of Illinois.

All of the scholarships are of equal value at the University of Illinois: They exempt the holder from tuition, but they do not cover other fees.

Applicants for county scholarships should inquire of their county superintendent of schools or their high school principal or counselor no later than March 15 during their *junior* year about the date and place of the examination and their eligibility for scholarships to begin in June or September following their graduation from high school.

Application for these scholarships should be made to the superintendent of schools of the county in which the applicant resides.

Illinois General Assembly Scholarships. Each State Senator and Representative may, each year, nominate one student from his district for a four-year tuition-waiver scholarship at the University of Illinois. Original nominations must be made before the beginning of the school term. Appointments may be made during the year to fill unused portions of vacated General Assembly Scholarships. Contact your State Senator or Representative for information.

Scholarships for Students in Teacher Education and Teacher Special Education. Students preparing to teach in the Illinois public schools may be eligible for these scholarships. State statutes provide a number of four-year tuition-waiver scholarships for recent high school graduates and adults and two-year tuition-waiver scholarships for students who have completed two years of junior college work. Information about these scholarships is available from high school principals, deans of junior colleges, and county superintendents of schools.

Military Scholarships. An Illinois statute provides a four-year tuition scholarship for each veteran who served in World War I if he entered the service between April 6, 1917, and November 11, 1918, and for each veteran who served in the Armed Forces at any time after September 16, 1940, provided certain eligibility requirements are met. For information on military scholarships, write to the Office of Admissions and Records, University of Illinois at Chicago Circle, P. O. Box 4348, Chicago, Illinois 60680.

Scholarships Awarded by Agencies Outside the University

Many other scholarship programs, such as the National Merit Scholarships, the Westinghouse Talent Search Scholarships, the Pullman Foundation, civic organizations, unions, and local governmental groups, to name but a few, operate independently of colleges or universities. Information about these scholarship programs is available from high school principals and counselors.

Information about the financial-assistance programs available to selected students in the Air Force, the Coast Guard, the Marines, or Navy can be obtained by writing to the Office of the Dean of Men at the University of Illinois at Chicago Circle. For Army R.O.T.C. information, write to the Commandant of the Reserve Officers' Training Corps at Chicago Circle.

Tuition-Waiver and Work Scholarships for Superior Students

Foreign Displaced-Student Scholarships. These four-year scholarships cover tuition and the service fee for displaced persons or refugees who entered the United States on or after September 1, 1956.

Foreign-Student Scholarships. Annually awarded tuition-waiver scholarships for one year for students from foreign countries. They are renewable for three years or until a bachelor's degree is awarded, provided the academic requirements are met.

Junior College Scholarships. Two-year scholarships for tuition have been authorized by the University's Board of Trustees for award to graduates of junior colleges in Illinois.

Non-State Tuition Scholarships. Tuition-waiver scholarships awarded annually to applicants from outside the state of Illinois.

Work Scholarships for Superior Students. Qualified entering freshmen are selected each year for tuition scholarships and employment by the University to enable them to earn nearly all of the cost of attending Chicago Circle. Selection is made on recommendation of the student's high school principal or counselor. These scholarships are renewed from year to year if the holder maintains a good record and gives satisfaction on his job.

Educational Opportunity Grants

The University of Illinois at Chicago Circle, in cooperation with the federal government, is administering the Educational Opportunity Grants authorized under the Higher Education Act of 1965.

The basic purpose of the Educational Opportunity Grant Program is to assist students who have exceptional financial need, and who, for lack of financial means of their own or of their family, would not be able to enter or to remain in college without such a grant.

An Educational Opportunity Grant may be awarded to the student who meets the following basic eligibility criteria:

1. He must be a citizen of the United States or must be in the United States permanently and must intend to become a citizen.
2. He must show evidence of academic or creative promise and must be capable of maintaining good standing in his course of study.
3. He must be accepted for enrollment or be enrolled in a full-time undergraduate course of study and must continue to be a full-time student while receiving the grant. (Twelve hours per quarter is considered full-time.)
4. He must be willing to accept an equal amount of financial aid, which will serve as the matching portion of the grant.

Applications for Educational Opportunity Grants will be accepted after June 1, 1967, for the fall quarter, 1967-68. The grants will be awarded during

the spring or summer to high school seniors who have been admitted for freshman registration for the fall quarter, 1967, as well as to currently enrolled students who will be returning to college in September, 1967, provided they have not completed more than seven (7) semesters or eleven (11) quarters (or the equivalent) of college-level work.

A student's eligibility and grant stipends are determined initially by the expected contributions from the income and assets of his parents. Therefore, it is *required* that all students who wish to be considered for an Educational Opportunity Grant submit a Parents' Confidential Statement. These forms may be obtained from high school counselors or from the Office of Financial Aids, Room 809 University Hall, University of Illinois at Chicago Circle, P.O. Box 4348, Chicago, Illinois 60680.

The matching portion of the grant can be provided from one or more of the following sources: University scholarships and grants, tuition waivers, approved loans and employment programs; State scholarships or grants; scholarships or grants offered by corporations or service organizations (Rotary, Elks, P.T.A. etc.). It is understood that the University of Illinois will approve and/or award all matching aid.

Educational Opportunity Grants range from a maximum of \$800 to a minimum of \$200 per academic year. An Educational Opportunity Grant can be renewed for the period the student requires to complete his undergraduate study, but in no event can the grant exceed four academic years. A student will be eligible to renew his grant as long as he is making satisfactory progress as a full-time student and demonstrates continued financial need. If the student is in the upper half of his college class during the second year of the grant, an additional \$200 may be awarded as an incentive.

Loans

Two categories of loans are administered by the University of Illinois at Chicago Circle: long-term loans for a major investment in one's education and small, short-term loans for emergency situations.

Long-Term Loans. When financial aid from parents, scholarship and grant funds, and earnings will not cover the cost of a student's education, a long-term loan may be justified.

To qualify for loan assistance a student must show financial need and have an acceptable academic record. The student and his parents are required to complete forms showing the family's financial position. (Married students must submit a detailed budget for their entire household.) The appropriate staff members of the Office of Financial Aids decide what items are basic to an education: food, housing, clothing, tuition, fees, books, and transportation. Other costs that appear reasonable for the student's attendance, including any special needs and obligations which directly affect the student's ability to attend as a full-time student, will be considered.

Long-term loan funds are established at the University through the generosity of individuals, organizations, and foundations and by state and federal legislation. Long-term loan funds are generally grouped as follows: University of Illinois Long-Term Loan Funds, the National Defense Student Loan Funds, the United Student Aid Funds, the United States Loan Fund for Cuban Students, and the Illinois Guaranteed Loan Program. The University gives information and helps students obtain long-term loans from sources outside the University.

The University of Illinois Long-Term Loan Program. Under this program a student may request funds for each quarter, and he may not owe more than \$2,500 at any one time. No commitment is made on the amount of each loan until all financial information on an applicant is considered. The amount finally approved is governed by the availability of funds and the financial need of the applicant in relation to that of other applicants.

Applicants must meet these qualifications: establish and maintain an acceptable grade-point average; show financial need; provide security, either through the signature of a financially qualified cosigner on a note or through satisfactory collateral; register for at least twelve quarter hours of work in a degree program; and have been in residence at the University for at least three (3) quarters.

Notes are repayable in monthly installments, beginning four months after the borrower ceases to be a full-time student. The total amount must be repaid not later than four years after the student is graduated or leaves the University.

All notes (unless otherwise stipulated by the donor of the fund) bear interest at 3 percent until maturity and 6 percent after maturity. Interest payments begin four months after the borrower ceases to be a full-time student.

Applications for long-term loans are accepted throughout the academic year. However, if possible, a student should apply at least one quarter before he needs the loan, since four to six weeks are usually required to process a long-term loan request.

National Defense Student Loan Program (NDSL). These loans, administered under the National Defense Education Act, are available to undergraduate students, including freshmen, who show financial need, with priority given to students with superior academic backgrounds.

To be considered for a loan under this program, the applicant must meet the following:

1. Be a United States National. "National" means (a) a citizen of the United States or (b) a person who, though not a citizen of the United States, owes permanent allegiance to the United States.
2. Show evidence of financial need through the information requested on the application form.
3. Be accepted for enrollment on a full-time basis or be enrolled in not less than eight hours of undergraduate work.

4. Be capable of maintaining good standing in the course of study as determined by the dean of the applicant's college.

Undergraduate students may borrow up to \$1,000 a year to a maximum of \$5,000. The yearly limit on loans to graduate and professional students is increased from \$1,000 to \$2,500, and the aggregate limit is increased from \$5,000 to \$10,000. A National Defense Student Loan, both principal and interest, must be repaid over a period beginning nine months after the date the borrower ceases to be a full-time student and ending ten years and nine months after such date. Interest of 3 percent accrues from the beginning of the repayment period. Payments are postponed and no interest is charged during a maximum three-year period in which the borrower serves in the armed forces of the United States or is in service as a volunteer under the Peace Corps Act or under section 603 of the Economic Opportunity Act of 1964 (VISTA Program).

If the borrower serves as a full-time teacher in a public or a non-profit private elementary or secondary school or in a state institution of higher education, his loan and interest may be cancelled up to a maximum of 50 percent (10 percent for each year of teaching services). Teaching in designated "hardship" areas results in loan cancellation of 15 percent a year up to 100 percent.

Loans from the National Defense Student Loan Program cannot be used to repay outstanding personal loans.

Applications for National Defense Student Loans and Illinois Guaranteed Loans are accepted throughout the year if the funds are available for the academic year which begins in September.

United Student Aid Funds Program. The University cooperates with banks throughout the nation to make loans available to students. Undergraduates may borrow up to \$1,000 a year; graduate students up to \$2,000 a year. A student may borrow a maximum of \$4,000 for undergraduate and graduate programs.

If the adjusted income of a student's family is below \$15,000 per year, he may qualify for the interest subsidy by which the federal government will pay all interest charges up to 6 percent and up to 3 percent after the student begins repayment.

Repayment begins ten months after he ceases to be a full-time student: he has a maximum of four years to repay the loan in monthly installments.

Applications for these loans are initiated and processed in the Office of Financial Aids and then forwarded to the student's or his parent's bank or other lending agencies. Applications are accepted throughout the school year.

Higher Education Act Loans. The Higher Education Act of 1965 included provisions for states to establish a guaranteed loan program.

The Illinois General Assembly has authorized an Illinois loan program to guarantee student loans made by banks, savings and loan associations, and credit unions. It is hoped that no qualified student will be denied an opportunity to pursue a program of post-high school education because of inadequate finances.

An eligible student may borrow from a minimum of \$300 to a maximum of \$1,000 for the freshman year and \$1,500 each year thereafter. A student will borrow only once during an academic year. Repayment does not begin until the student either graduates or ceases full-time study.

The student applicant must be:

1. A citizen of the United States.
2. A bona fide resident of the State of Illinois. If during the twelve months preceding the application for a loan, the borrower has (a) resided with, (b) been claimed as a dependent for income tax purposes by, or (c) received in excess of \$500 from a parent or legal guardian, the parent or legal guardian must be a bona fide resident of Illinois.
If (a), (b), or (c) above has not occurred during the twelve months preceding the application for a loan, the borrower must have resided in Illinois (in some capacity other than that of a full-time student) for at least six consecutive months before beginning full-time study. For example, a student who has moved to Illinois for the purpose of attending school is not eligible for a loan.
3. A person of integrity, capable of recognizing and accepting the responsibility of ultimate repayment of any loan indebtedness.
4. A full-time student. Application may be made after acceptance for enrollment, but funds will not be received until actual enrollment.

There is no age restriction; a minor is eligible to enter into a loan contract. It is unlawful to use loan monies for purposes other than school-approved educational expenses.

United States Loan Program for Cuban Students. To be eligible for a loan under this program the applicant must:

Be a Cuban national.

Be unable, as a result of action by the Cuban government, to receive support from inside Cuba.

Need the amount of the loan to pursue a course of study (the maximum loan may not exceed \$1,000 per year).

Be enrolled or accepted for enrollment as a full-time student on the graduate or undergraduate level.

Be capable, in the opinion of the University, of maintaining a satisfactory academic standing.

Repayment begins one year after the borrower ceases to be a full-time student. Interest, at the rate of 3 percent, accrues when repayment begins.

Application forms and information are available at the Office of Financial Aids, Room 809 University Hall.

Other Programs. Loans from sources outside the University are available at low cost to students from such organizations as churches, foundations, fraternal orders, and philanthropic groups. Many private lending agencies have developed attractive loan programs for college students.

Additional information about these loan programs may be obtained upon request.

Student Employment

Student employment services are available through the Office of the Coordinator of Student Employment. The services of this office are based on the assumption that a student who needs to work or wants to work part time should be able to do so. Student jobs not only contribute to personal growth and to learning experience but at the same time provide funds to meet the student's budget needs during the academic period and during the summer.

Campus jobs fall into instructional, clerical, technical, and service categories. Instructional jobs are associated with academic departments, and students are employed as assistants to faculty and within the teaching program. Clerical jobs are related to the many office and administrative functions throughout the University. Technical jobs require specific skills and special training in laboratories, the library, research, and the like. Service jobs may be anywhere in the University, including Chicago Circle Center, where cultural, recreational, and food-service activities require a considerable number of student employees.

The Job Center on the eighth floor of University Hall offers students employment counseling, a library of job-reference materials, job listings, interviews, and referrals for employment to University departments and to public agencies and business firms in the Chicago area.

If a beginning student has major academic and personal adjustments to make from high school to college and needs to plan how work, study, commuting, and social activities can be successfully inter-related, members of the student employment staff are available for counseling a student in planning his work and study and on specific opportunities related to his skills and time. Responsibilities for retaining a job, either on or off campus, rests, of course, with the student.

Christmas-Job Program. Because the long break between the fall and winter quarters comes during the Christmas season, many students use this opportunity to earn money by working full time, thereby reducing the hours of part time work needed while classes are in session. Student Employment Services offer a special placement program beginning in November of each year for students interested in such jobs in the Chicago area.

Summer-Job Program. The wise planner begins his exploration of summer employment opportunities shortly after Christmas vacation. Not only city, state and federal government agencies, but also private industry and summer camps and resorts are prepared to receive job applications at this time. The Job Center has material, interviews, and referrals information on all summer-job opportunities available to students.

The Economic Opportunity Act of 1964—Work-Study Program. The student from a low-income family (by definition of federal law PL 88452 Section 124) who needs to earn part of his expenses will find a variety of jobs available, both on and off campus. Eligibility is determined during an application interview at Student Employment Services.

The work assignments of the students under this program are either at the University or at a public or a nonprofit educational organization, and work that is in the public interest.

A student under the Work-Study part of the Economic Opportunity Act must be enrolled full time and must be capable, in the opinion of the University, of maintaining good standing in a course of study while he is employed. The limit of 15 hours of work per week is established by law, and compensation is at University rates for the type of work to be performed. A provision is made for full time (40 hours per week) work in summer for students in this program who will continue as full time students in the fall.

Compensation. University pay rates for students employed on campus follow regularly established scales related to skill, technical ability, and experience.

Off-Campus Temporary Full Time Jobs. Students who must leave the University to work for a quarter or longer may apply at Student Employment and at Placement Services where full time job files and liaison with major business firms and governmental agencies are maintained.

Placement Services

Seniors who are completing their undergraduate work and are intending to begin their careers may register at the Placement Office for counseling and for planning and scheduling job interviews with those business firms, government agencies, and nonprofit organizations which visit the Chicago Circle campus in the fall and the spring. Students should register shortly after classes begin in any quarter of the year to avoid missing important interviews with firms from all over the United States. Juniors may register shortly before entering their senior year. Special counseling is provided for students whose major does not appear to conform to the current job market.

The Office of Organizations and Activities 703 Chicago Circle Center

The Office of Organizations and Activities seeks to chart the avenues by which free and responsible students will identify themselves with educational, cultural, social, and recreational movements on any of several structural levels, including the more highly developed and exacting legislative functions of student government, financial operations, publications, forums, communications, and publicity. Activities that fall within the purview of the Director of Organizations and Activities include the following:

1. Assistance to student government in elections, legislation, and general administration.
2. Overall guidance of organizations, clubs, honor societies, student publications, and other groups.

3. Establishment of leadership and officer education-and-training programs; preparation of officers' manuals and guides.
4. Guidance in the development and application of prudence in financial matters.
5. Administration of simplified and minimal systems and procedures for general management of organizations and activities.
6. Coordination with offices that share direct responsibilities for students and for out-of-class programs, such as Chicago Circle Center activities, academically oriented clubs, and relations with the University Business Office and certain community and city agencies.
7. Recording the changes in approved rules and regulations, made during the annual review.
8. Keeping necessary records and materials applicable to organizations and activities.
9. Engaging students and staff in evaluation procedures and research projects related to improving organizational functions.

Campus Organizations

The University of Illinois at Chicago Circle recognizes many student organizations and activities. Among them are the following:

Academic and Preprofessional Groups

Alpha Mu Psi
 American Chemical Society
 American Institute of Aeronautics and Astronautics
 American Institute of Architects
 American Society of Civil Engineers
 American Society of Mechanical Engineers
 Business Administration Club
 Biology Club
 Chicago Circle Geography Club
 Classics Club
 Communications and Public Address Club
 Delta Delta Sigma
 Humanities Club
 Illini Forensics Union
 Illi-Sota
 Institute of Electrical and Electronics Engineers
 Lambda Lambda Delta
 Mathematics Club
 Omega Beta Pi
 Philosophy Club
 Pi Kappa Delta
 Prepharmacy Club
 Psychology Club
 Society of American Military Engineers
 Student Education Association
 Student Engineering Societies Council

Student Sociological Association
 UICC English Club
 UICC Historical Society

Athletics and Sports

Cheerleaders
 Chicago Circle Fencing Association
 Chicago Circle Rifle Club
 Karate Club
 Men's Physical Education Majors Club
 Sailing Club
 Skiing Illini
 Varsity Lettermen's Association
 Water Polo Club
 Women's Athletic Association
 Women's Physical Education Majors Club

Ethnic Groups

Arab Student Organization
 French Club
 German Club
 Hellenic Club
 Italian Club
 Lituanica Club
 Spanish Club
 Student Zionist Organization
 Ukrainian Club

Honorary Groups

Activities Honorary Society
 Alpha Lambda Delta
 Lambda Lambda Delta

- Omega Beta Pi
- Phi Eta Sigma
- Interest Groups**
 - Amateur Radio Club
 - Chess Club
 - Chicago Circle Television Productions
 - Folk Music Club
 - Jazz Club
 - Raykey Film Society
 - Skokie Car Pool
 - UICC Veterans' Club
- Literary Groups and Publications**
 - Chicago Illini
 - Circle Yearbook
 - Exedra Review
 - UICC Writers Club
- Military Groups**
 - Aiguillettes
 - Cadet Association
 - Pershing Rifles
 - Society of American Military Engineers
- Performing Arts**
 - Chicago Circle Players
 - Orchesis
 - University Band and Orchestra
 - University Choir
- Political and Social Issue Groups**
 - The Brothers of UICC
 - Chicago Circle Committee to End the War in Vietnam
- Chicago Circle Young Democrats
- Chicago Circle Young Republicans
- Circle Students for Romney
- The Group for the Study and Promotion of Negro Participation in College Life
- Illini Humanist Association
- International Relations Club
- Socialist Discussion Club
- Student Government
- Students for a Democratic Society
- UICC Friends of SNCC
- Young Americans for Freedom
- Young Conservatives
- Religious Groups**
 - Campus Crusade for Christ
 - Chicago Circle YMCA
 - Christian Science Organization
 - Hillel Foundation
 - Interarsity Christian Fellowship
 - Lutheran Student Association
 - Newman Club
 - Yavneh
- Service Groups**
 - Alphi Phi Omega
 - Circle "K" Club
 - Cubes
 - Mental Health Club
- Special Events**
 - Homecoming Committee
 - University Dance Committee

The Coordinator of Foreign Student Affairs

800 University Hall

The Coordinator of Foreign Student Affairs provides services, in conjunction with the various agencies of the University, for both prospective and enrolled foreign-born students to help them relate quickly and realistically to the American community, to a new educational system, to the University as a whole, and to their fellow students. To achieve these goals the Coordinator of Foreign Student Affairs maintains these services:

- Testing in English and in other areas to determine the readiness of a foreign-born student for college work.
- Advisement on academic programs and in other situations relating to academic performance.
- Planning of extracurricular activities for foreign-born students on and off campus.
- Counseling for foreign-born students on scholastic, social, and personal problems.

Maintenance of liaison with the United States Immigration and Naturalization Service for foreign-born persons on campus, when necessary, and consultation on immigration problems.

The Student Counseling Service **1007 University Hall**

The Student Counseling Service recognizes that counseling is by no means confined to a single department, but the service which bears the name "Student Counseling Service" provides specialized and personal counseling for all students. In addition to the pre-entry testing and counseling, by which achievement, vocational interests, and reading skills are measured before the student enters college, it evaluates the early directions of his college career. Other testing provided for the incoming student includes the University placement tests in chemistry, foreign languages, and mathematics, which are administered by the Student Counseling Service prior to the student's first academic advisement appointment.

Educational, vocational, and personal counseling are available to registered students who request these services. Valuable experiences are provided through group counseling in the improvement of reading facility and study skills. The group work in study skills may be generalized or may be paralleled with academic needs. Group counseling in career planning and personal growth and development are also available each quarter.

Individual and group tests are offered to registered students in support of educational, vocational, and personal counseling. The latter include interest and aptitude tests, personality evaluation tests, and tests for admission to graduate and professional colleges. For some national examinations a minimum standard fee may be required; in all other respects services are provided without charge.

The Speech Clinic **202 Grant Hall**

The Speech Clinic, another aspect of the concern and interest of the Student Counseling Service for all students, provides specialized services to those students who wish assistance in correcting speech difficulties, including those arising from foreign accents, hearing deficiencies, and vocal or articulatory problems. There are no fees for these services.

Student Health Services **1121 University Hall**

The Health Service helps students to function at their best under the pressures of college life and work. Health Service doctors are experienced

clinicians and have practiced for years as specialists or as family physicians.

The emphasis of the student health program is on prevention of illness and development of optimal health. Questions concerning physical or emotional welfare are welcome; no reluctance should be felt in requesting consultation. There are no charges.

Students are urged to come to the Health Service at the first signs of any illness (unless the family doctor is to be consulted) to take advantage of early help. However, diagnosis and treatment are provided by the Health Service only for those medical and emotional conditions which are within the scope of an out-patient clinic.

Illnesses that require hospitalization or extensive diagnostic and treatment procedures are not managed within the Health Service, for the student has coverage to the limits of the Hospital-Medical-Surgical insurance policy for treatment by his personal physician in a local hospital. Information about the coverage of the insurance policy may be obtained by calling the Insurance Office, 663-2870.

The student's preadmission medical history and physical examination are reviewed by the Health Service staff; and re-examination may be required for some aspect of a physical condition. Students with certain medical difficulties may be assigned to adaptive physical education classes, but they are not usually exempt from physical education.

For protection against certain types of illness the Health Service provides immunizations as needed.

Students who suffer from persistent anxiety, tension, or depression may benefit from review and analysis of their problems. Personal, social, or family troubles may be helped by thinking them through with one of our professional staff.

Medical and personal information is confidential and will not be reported to anyone at the University or elsewhere without the student's knowledge and specific written consent.

If extended illness (more than three days) prevents attendance at classes, instructors should be informed. If it is difficult to reach individual instructors, word may be left at the college office.

Return to classes after a contagious illness must be preceded by a statement of recovery from the student's doctor to the Health Service.

Good health is basic to college success. A reasonable amount of sleep, an adequate diet, and, in general, the exercise of good judgment in activities are essential. Recovery from illness will be more rapid if there is cooperation with the doctor and acceptance of prescribed treatment.

Chicago Circle Center—General Services

Activity Center. Work space, lockers, and file drawers are available on the 3rd floor of the Center High-Rise. Recognized student organizations may apply for use of these facilities, which will be allocated on a first come, first served basis. Apply at the reception area, 3rd floor, Center High Rise.

Barbershop. Located on the ground floor of the South Low-Rise, the six-chair barbershop is open from 8:30 A.M. to 5:30 P.M., Monday through Friday. Appointments may be made by calling 8623.

Bookstore. Textbooks, new and used, and classroom supplies are available to students, faculty, and staff. Most used textbooks will be re-purchased from students at the end of each quarter. The Bookstore is open from 8:30 A.M. to 4:30 P.M., Monday through Friday.

Book Center. The Book Center offers some 10,000 individual titles for sale and for leisure-time reading. Art prints are also available. Book Center hours are 8:30 a.m. to 4:30 p.m., Monday through Friday.

Campus Tour Guides. Tours for campus visitors are conducted by student guides trained to provide this University service. The many visitors who tour Chicago Circle give the student Tour Guides a chance to meet and converse with a wide variety of people. Students are invited to participate in the tour program. Come to the Campus Information and Tour Center, Room 306, Chicago Circle Center High Rise.

Chicago Circle Center Cashier

Location: 2nd floor, Chicago Circle Center

Hours: 8:30 a.m. to 4 p.m., Monday through Friday

Services: Check cashing (limited to \$10 for students)

Parking key cards

Coat Check. This service is available in the main lobby of Chicago Circle Center from 9 A.M. to 5 P.M., Monday through Friday.

Craft Workshop. The Craft Workshop, located on the second floor of the South Low Rise, has facilities and instruction available for such diverse activities as woodworking, metalworking, jewelrymaking, photography, and ceramics. The hours are 9 A.M. until 5 P.M., Monday through Friday.

The Food Service provides these facilities in Chicago Circle Center:

The Cafeteria is located on the ground floor of the North Low-Rise and is open from 7:30 a.m. until 4 p.m., Monday through Friday. Complete meals, sandwiches, and snacks are available.

The Pier Room is open from 7 a.m. until 7 p.m., Monday through Friday and from 9 a.m. until 1:30 p.m. on Saturday. Complete breakfasts, grill and fountain items, sandwiches, and snacks are served. This facility is located in the North Low-Rise on the second floor.

Catering is available by reservation for breakfasts, luncheons, dinners, receptions, and dances. Information about catering services may be obtained by calling the Catering Office, Ext. 8654.

Vending-Service foods are available in the Pier Room and in many campus buildings. The hours correspond to the building hours.

Lost and Found

Location: 2nd floor, Chicago Circle Center

Hours: 9 a.m. to 5 p.m., Monday through Friday

Service: Depository for all lost-and-found items turned in from the campus.

Main Desk

Location: 2nd floor, Chicago Circle Center

Hours: 6:30 a.m. to 10:30 p.m., Monday through Friday

Services: Candy, cigarettes, cigars, newspapers, magazines

The Main Desk also serves as an information center during evening hours.

Music Lounge. The music and television lounges are on the 4th floor of the Center High Rise. Stereo head sets may be checked out for listening to requested music, and the five television lounges are always available for TV viewing. The hours are 8:30 A.M. to 10 P.M., Monday through Friday.

Postal Substation

Location: 2nd floor, Chicago Circle Center

Hours: 8:30 a.m. to 4 p.m., Monday through Friday

Services: Stamps; registered, certified, and insured mail; money orders, parcel post. Packages for foreign delivery cannot be accepted; they require customs clearance.

Program Department Activities. A wide range of student-planned programs is sponsored by the Program Department of Chicago Circle Center, headquartered on the 3rd floor of the High-Rise. Students are encouraged to drop in between the hours of 8:30 A.M. and 4:30 P.M. to ask questions or to sign up for a committee. Interest areas represented in the Program Department are art, community service, dances, discussions, films, games, house (Open House, fashion show, luau, swim party, cabaret), literature and music. A number of special projects are sponsored during the year, such as those centered on Homecoming. The Program Department publishes a quarterly calendar of events and a committee brochure, which can be obtained on request. Students who wish to join a committee apply on the 3rd floor of the Chicago Circle Center High-Rise.

Recreation Facilities provided by the Center cover a wide area.

Bowling and Billiards: This area has 16 Brunswick bowling lanes, used for physical education classes, tournaments, and league and open play, and 14 Gold Crown billiard tables, used for recreational play, tournament and league competition, and informal instructional classes.

Hours: Monday through Thursday 8:30 a.m. to 11 p.m.

Friday 8:30 a.m. to 12 p.m.

Saturday 12 m. to 12 p.m.

Handball Courts, five regulation size, are used for instruction in the physical education service program and for tournaments and open play.

Hours: Monday through Friday 8:30 a.m. to 8:30 p.m.
Saturday 10:30 a.m. to 3:30 p.m.

Rifle Range: The 6-point rifle range is open 30 hours a week for formal classes, informal instruction, recreational shooting, and intercollegiate matches.

Hours: Monday - Wednesday - Friday 10 a.m. to 4. p.m.
Tuesday and Thursday 12 m. to 6 p.m.

Table Tennis: This excellent facility has 6 regulation tables, used for tournaments, open recreational play, and, occasionally, for instruction.

Hours: Monday through Friday 8:30 a.m. to 8:30 p.m.
Saturday 10:30 a.m. to 3:30 p.m.

Weights and Exercise Room has weight-lifting equipment, chinning bars, stall bars, abdominal boards, exercise machines, and a power rack.

Hours: Monday through Friday 8:30 a.m. to 8:30 p.m.
Saturday 10:30 a.m. to 3:30 p.m.

The Swimming Pool is a competitive size (75 feet long) 6-lane pool, used for the following activities:

Classes in beginning, intermediate, and advanced swimming, lifesaving, skin diving, and synchronized swimming.

Recreational swimming for students, faculty and staff.

Varsity swimming team practice and intercollegiate meets.

Invitational collegiate swimming meets.

Intramural (men's and women's) swimming meets.

Intramural water polo practice and contests.

Community group recreational swimming.

Hours: Monday through Friday 8:30 a.m. to 3:30 p.m.
Saturday 10:30 a.m. to 3:30 p.m.

The Archery, Golf, and Fencing Room, 3rd floor, recreational wing of Chicago Circle Center, houses the archery, golf, and fencing facilities. It is closed for repairs, but should be open in November, 1967.

Telephones. On-campus phone calls may be made without charge from phones located in the connecting link leading to the Center High-Rise. Public pay telephones are located near the first and second floor entrances to the Center.

Ticket Office

Location: 2nd floor, Chicago Circle Center

Hours: 8:30 a.m. to 4 p.m., Monday through Friday

Services: Ticket sales for all Chicago Center Program Department events and for other events sponsored by University organizations.

A brochure that describes the Center facilities and services is available on request.

Student Code and Publications Regulations

The following pages contain the basic procedures code for student affairs and the policies and procedures under which student publications operate.

The Student Code

Part I: The Committee on Student Affairs

The Committee on Student Affairs (CSA) is a committee of the Chicago Circle faculty Senate. It has purview over all student activities, events, and organizations. Other boards and committees governing specific student activities, such as the Board of Student Publications, are responsible to CSA for the development and continuing evaluation of policy. Policy in all areas of student affairs must be approved by CSA.

In addition to the policy formulating and approving function, CSA serves as an appeals board for all problems related to student affairs, whether they originate with individuals or with groups. Student discipline is excluded: It is the responsibility of the Senate Committee on Student Discipline. The Committee on Student Affairs is composed of seven faculty members elected by the Faculty Senate and seven student members. The Director of Organizations and Activities or his designate will serve as an ex-officio member. The president of Student Government shall be one of the student members. Six additional student members and seven alternates shall be elected by a two-thirds vote of Student Government. Nominees need not be members of Student Government. The six additional student members and the seven alternates shall be so elected that each alternate represents a specific permanent member. An alternate may attend meetings but may not vote unless the member for whom he is an

alternate is not present. If a permanent member resigns from the Committee, his alternate shall become his replacement.

There shall be a subcommittee of the Committee on Student Affairs which will be called the Committee on Organizations and Activities (COA). It shall be composed of six student members selected by the chairman of CSA from nominations submitted by the members of CSA. The seventh member, who shall be chairman of COA, shall be a student member of CSA appointed by the Chairman of CSA. The Director of Organizations and Activities or his designate shall be an ex-officio member of COA.

CSA may appoint *ad hoc* subcommittees to deal with specific problems as the need arises.

Part II: Academic Standards for Student Officers

Each organization and activity must have a clear and specific statement of the academic standard (grade average) that is to be maintained by a student who runs for or holds an office in the organization or activity. This statement will appear in the constitution or the operating rules of each organization along with an explanation of procedure for filling an officer vacancy created by below-standard grades.

A major office holder, (an editor, vice president, secretary, treasurer) or a committee chairman or cochairman must be a full-time student on clear status as defined by his college.

Part III: Recognition of and Requirements for Student Organizations and Activities

University recognition gives certain privileges to organizations and activities. These include: (1) University sponsorship of the organization, (2) use of University facilities and services, and (3) the assignment of monies from the Student Organization Fund and possible subsidy from the Student Activities Fee Fund.

Section A. Preorganization Status

A student group who wishes to meet to establish a recognized organization should take the following steps:

1. Notify the Director of Organizations and Activities of such intention, furnishing at the same time the name of a student or a committee assuming the responsibility for the organizing efforts.
2. Present a brief written statement conforming to the requirements of Part III, Section B, describing the purpose of the contemplated organization.

Preorganization status takes effect once the Director of Organizations and Activities has determined that the above statement complies with University regulations.

Preorganization status allows a group to schedule space in University facili-

ties for meetings necessary to complete the documents required by CSA for recognition. This status will continue through the quarter following that quarter in which it was granted or until CSA grants recognition if that should occur earlier.

Section B. Requirements for University Recognition

A group seeking University recognition should submit to the Director of Organizations and Activities (1) an application that contains the names of students responsible for the organization and the name of the faculty adviser; (2) a statement of purpose and a copy of the proposed constitution or operating rules, including the requirements for membership and a statement of membership charges, if any.

To be officially recognized and to remain in good standing an organization must: (1) subscribe to the purposes stated in its constitution or operating rules; (2) state its membership requirements in full in its constitution or operating rules; (3) conform to the requirements of the Board of Trustees regarding nondiscrimination in membership requirements on the basis of race, religion, or national origin; (4) admit to membership any student who subscribes to the stated purposes, who fulfills the stated membership requirements, and who wishes to join.

Section C. Changes in a Constitution or in Operating Rules

After recognition has been granted, additions to or changes in the constitution or operating rules or in the statement of purpose of an organization must be submitted to the Director of Organizations and Activities for transmittal to the Committee on Student Affairs for approval.

Section D. Withdrawal of University Recognition

Organizations that fail to comply with this Code or with University regulations are subject to action by the Committee on Student Affairs. This action may entail warning, probation, or withdrawal of University recognition. Before action is taken, the Committee on Student Affairs will consult with the officers of the organization.

Recognition of an organization may be withdrawn at any time because of (1) policies or practices indicating noncompliance with requirements for recognition or with the Code and University regulations or (2) for inactivity.

Section E. Eligibility for Membership in Recognized Organizations

Active membership in recognized student organizations is limited to registered and continuing students and to members of the University faculty and staff at the University of Illinois at Chicago Circle. Any activity or organization may establish additional eligibility rules consistent with *Part III, Sections B and C*, of this Code.

Section F. Social Events and Special Events

1. Plans for social events and special events (such as dances, parties, plays, musicals, contests, conventions) sponsored by student organizations are reviewed for compliance with pertinent regulations by the Director of

Organizations and Activities. Before space can be reserved, such events are registered with the Director. Assurance of the presence of the faculty adviser or of invited faculty guests is required for social or special events other than regular meetings. The names of such persons are to be stated when the activity is registered.

2. Possession or consumption of alcoholic beverages, including beer, is prohibited on the campus and in any University building. Alcoholic beverages in any form, including beer, may not be served at any student function or event. A temporary bar may not be set up in the area of a student social function. Student groups may not sell tickets or provide chits or other means of furnishing alcoholic beverages, including beer, to their members or guests. Illinois State law and, accordingly, University regulations prohibit the sale, gift, or delivery of alcoholic beverages, including beer, to any person under twenty-one years of age.
3. Fire and safety precautions are to be observed: Decorations are to be flameproof, exits are to be open and unobstructed at all times, and other appropriate precautions are to be taken to prevent injuries. Questions on such matters are to be referred to the Office of the Director of Organizations and Activities and to the University Safety Officer. Organizations are to comply at all times with fire safety ordinances and with all other ordinances applying to the place where events are held.
4. Closing hours of all social events on campus are one half hour before the closing hours of the building or the campus.
5. The officers and other members of an organization are responsible for the orderly procedure of events and activities sponsored by that organization.

Section G. Scheduling Space

When a recognized organization plans a special program or event (other than regular meetings) for which space reservations or special arrangements are required in advance, the student officer or committee chairman should do these things, allowing a minimum of 10 days to complete the arrangements:

First: Consult with the organization's faculty adviser.

Second: Review plans and register pertinent facts with the Office of the Director of Organizations and Activities, which will then forward the application to the appropriate reservations office.

Third: Check with the appropriate reservations office on the availability of space and on any arrangements that might be necessary for the event.

Special events covered by this procedure include dances, parties, plays, musicals, contests, conventions, activities, and lectures by visitors to the campus.

Section H. Bulletin Boards

Notices to be placed on bulletin boards in Chicago Circle Center must be distributed through the Center craft workshop. Notices to be posted on open bulletin boards may be posted as desired.

Section I. Picketing

Students who picket or gather in assemblies on University premises must do so in a peaceful and orderly fashion. Such events should not invade the rights of others, interfere with the operations of the University, or place in jeopardy the public order and safety. Specifically, the following conditions must be met:

1. *Traffic.* Automobile and pedestrian traffic must not be obstructed.
2. *Entrances* to buildings and driveways must not be blocked or traffic into obstructed.
3. *Inside Buildings.* Picketing inside University buildings is prohibited.
4. *Noise.* There shall be no noise-making activity which disturbs classes or any other scheduled event.
5. *Interference.* There will be no harassing or other interference with the activities of passersby.
6. *Damage and Littering.* There will be no damage to property, including lawns and shrubs, nor littering of premises with signs, leaflets, refuse, or other materials.

Section J. Distribution of Printed Material

Distribution of printed materials is permitted under these conditions:

1. *Identification.* Individual students or student groups responsible for distribution of printed materials must be identified and the materials registered with the Office of the Director of Organizations and Activities in advance of distribution. The material to be distributed must bear the name of the issuing person or organization.
 - A. *On Campus.* Distribution on campus and at outdoor events is permitted as long as there is no littering and no interference, such as blocking traffic, noise making, or harassment, with a meeting or an event.
 - B. *Inside Buildings.* Distribution of such materials is limited to the entrance foyers of buildings and is permitted under the same provisions stated in (A) above.
2. *Sale.* Sale of printed material must be authorized by the Committee on Student Affairs in accordance with Section 21 of "General Rules Concerning University Organization and Procedure," and supplementary regulations thereto.

Section K. Work Requests, Services, and Electrical Work

Requests for work to be done by the Physical Plant Department are presented to the Director of Organizations and Activities; he will process the request and get estimates of Physical Plant costs.

Section L. Opinion Polling

Students may conduct opinion polls in University buildings or on the campus provided that the polling instrument and a statement of purpose and methodology is submitted to the Office of Organizations and Activities for transmittal to CSA for approval of the methodology.

Part IV: Hearings and Appeals

Hearings and appeals on rules, regulations, and/or practices encountered throughout student affairs, and in the Code particularly, may be had by any student or organization. Such appeals may be forwarded through the Dean of Student Affairs to the Senate Committee on Student Affairs. Request for a hearing or an appeal should include facts and details and, if possible, a suggested solution of the problem.

Part V: Finances of Student Organizations and Activities

Section A. General Policies

To observe the precautions necessary in handling large sums of money, to protect the students and the University, and to provide a good educational experience in financial management, certain systems and procedures must be followed.

1. *Solicitations or Other Fund Raising.* Soliciting of funds by a recognized student organization or by an individual acting in the name of an organization, selling tickets, receiving contributions, or attempting to raise funds in any manner or for any purpose from persons outside the organization's own membership is prohibited except upon prior authorization by the Committee on Student Affairs or its designated representative.
2. *Purposes for Which Money May Be Raised.* All funds are to be used for the benefit of the organization as a whole and for the promotion of the interests for which that organization was established. *Exception:* Such funds may be collected for recognized charitable purposes. Proceeds from money-raising projects, dues, and contributions received by recognized organizations shall be turned over to the treasurers of these organizations.
3. *Purchases by Students or Organizations.* "The Financial Officer's Handbook" explains the methods by which student treasurers are empowered to make purchases or to enter into financial commitments in behalf of recognized organizations.

Section B. Types of Funds

The Chicago Circle Student Organizations Fund* (SOF) consists of monies accumulated and acquired by organizations through their own affairs and activities and deposited with the University Business Office Cashier, Room 406, University Hall.

This fund is operated under authority of the Board of Trustees, without liability to the University, to consolidate and coordinate financial accounts of various organizations, to secure uniformity in accounting records, to maintain continuity of records of student business officers and their successors, and to aid undergraduate organizations in keeping their activities on a sound business basis.

*Council of Administration Minutes, April 29, 1932.

All student organizations and groups, and all projects of an extracurricular nature must transact their financial affairs through SOF. The services of this fund are also offered to all faculty organizations. All groups utilizing the service agree to abide by the regulations governing the operations of the fund.

SOF operates under the direction of representatives of student organizations, faculty groups, and extracurricular activities transacting business through the fund. These representatives exercise their direction at the annual meeting. The direction between annual meetings shall be given by the Executive Board, which shall include: (1) three student members elected at large at the annual meeting, (2) the University Comptroller, represented by the Business Manager of the Chicago Circle campus, who shall serve as treasurer of the fund, and (3) the Director of Organizations and Activities who shall serve as secretary of the fund and secretary of the Executive Board.

The Student Activities Fund* (SAF) is an auxiliary fund established by the Board of Trustees from a portion of the Service Fee paid by students who register at Chicago Circle. The Student Activities Fund is earmarked for the financing of student organizations and activities; other portions of the Service Fee are allotted to Chicago Circle Center and to the intramural and intercollegiate athletic programs.

The Committee on Student Affairs allocates SAF funds according to the following guidelines:

1. Except as noted in sections 4, 5, 6, and 7 below, SAF funds will not be awarded to organizations of a professional, educational, honorary, military, religious, political, social-action, or ethnic nature.
2. Student Government and recognized student publications operating within the purview of the Board of Student Publications are not excluded from receipt of SAF funds under Section 1.
3. Every organization receiving SAF funds is subject to an annual audit, to be conducted by accountants regularly employed by the University of Illinois. The chief officer and treasurer of an organization accepting SAF funds thereby become responsible for the proper expenditure of such funds and for the maintenance of adequate financial records of the use of such funds. Inadequate bookkeeping or improper expenditure of such funds constitutes grounds for disciplinary action against these officers.
4. SAF funds will be provided for duplicating, poster-making, and similar office equipment and for the maintenance and supervision-of-use of such equipment. This equipment will be available to all organizations officially recognized by CSA on a first-come, first-served basis, without charge; however, expendable supplies are to be paid for by the organizations using the equipment. Use of the equipment and facilities so provided will be administered by the Director of Organizations and Activities.
5. A Speakers and Events Fund is set aside out of SAF funds. Any officially recognized organization that desires to bring outside speakers, performers, motion pictures, or other persons or events to the campus may do so

*Board of Trustees, 1947.

with partial or full financial support of the activity from this fund. Coffee hours and similar social activities accompanying such events will also be supported. The following restrictions must be met:

- A. The activity must be open to the University community without charge.
 - B. The activity must be of more-or-less general interest to the campus community.
 - C. Funds for each specific speaker or event must be applied for by the end of the second week of the academic quarter in which the activity is to take place. In unusual circumstances CSA may waive this requirement.
6. Recognized student organizations that are primarily educational in purpose may apply to CSA for funds each year to help finance travel to certain scholarly or professional society meetings. Performing and service groups may also apply. Funds will not be allocated for trips to meetings of a political or social nature.
 7. Up to \$50 of SAF funds may be, at the discretion of CSA, awarded to any officially recognized new organization. An organization is not eligible for this award after three months from the date of official recognition.
 8. Organizations not usually eligible for SAF funds, may, at the discretion of CSA, be allocated funds to defray expenses for setting up chairs and tables in the meeting rooms in the Chicago Circle Center.
 9. Any student activity requiring SAF funds must have CSA approval unless the activity appears as a separate item on a previously approved CSA budget.

Board of Directors of Student Publications: Policies and Procedures*

There are three principal functions of student publications:

1. To serve as a means of communication for news of campus events and events of interest to the campus community.
2. To provide an educationally valid and worthwhile experience in the intellectual and professional development of those students who work on publications staffs.
3. To serve as vehicles for student creativity and expression of opinion.

Publications fulfilling these purposes do not naturally or inevitably arise on a campus: there may even be forces that tend to prevent their fulfillment. Therefore, it is the purpose of this statement to help establish conditions under which the purposes can be fulfilled.

The principal functions of the Board of Directors of Student Publications are to establish and oversee policy that applies to campus student publications, to foster and insure freedom of the press, and to contribute toward the educational development of participants in campus publication activities.

The Board serves as a shield between the students involved in campus publications and those individuals and groups who might exercise undue pres-

*Approved by the Senate of the University of Illinois at Chicago Circle on June 6, 1967.

sure and influence upon them; at the same time, it exercises independent initiative and judgment whereby, observing due process, campus student publications can exercise responsibility and be responsive to the varying, sometimes conflicting, needs within the University community.

The Board will also select students to fill key staff positions on campus publications as designated by the Committee on Student Affairs; these will be scholarship positions. In addition, the Board monitors advertising procurement and rates for campus publications and determines the manner of publication of such rates. The Board recommends to the Committee on Student Affairs the amount to be allocated from Student Activities Fund money in support of campus student publications.

The Board shall not exercise the power of censorship nor involve itself with the daily operations of any campus student publication.

Name

The name shall be the "Board of Directors of Student Publications." The Board shall be subordinate to the Senate Committee on Student Affairs.

Composition of the Board

The Board shall consist of nine regular members: five students and four faculty. Faculty members shall be of the academic rank of instructor or higher. Student members must be full-time students in good academic standing and must not hold membership in Student Government or on the Committee on Student Affairs or on the staff of any recognized campus student publication. In addition to regular members, the editor in chief and one adviser from each recognized campus student publication shall be ex-officio members of the Board and may participate in its discussions; however, ex-officio members will not be present during deliberations and voting on recipients of scholarship positions on the publications. Ex-officio members shall not have a vote.

Selection of Board Members

A. Faculty members. The staff members of recognized student publications may submit the names of faculty members to the Committee on Student Affairs. From this list, the Committee on Student Affairs will either appoint four faculty members or, if it does not choose to appoint a full faculty complement from the names proposed, will request additional names until four faculty members are appointed. The Committee on Student Affairs will designate one faculty member as chairman.

B. Student members. Any qualified student may apply for appointment. Any recognized student organization or activity may nominate a student for membership. All nominations and applications must be submitted to the Chairman of the Committee on Student Affairs, who may designate the Office of Organizations and Activities as the agency where forms may be obtained and

returned. All nominees or applicants shall be granted an opportunity to appear before the Committee on Student Affairs, which will make the selections. The Chairman of the Board shall designate one of the student members as secretary of the Board.

Schedule of Appointments and Selections

During the spring quarter, after the designation of the Board-appointed editors in chief, the Committee on Student Affairs shall receive recommendations for both the faculty and the student members of the Board and will, before the close of spring quarter, appoint the faculty and student members for the following year.

Terms of Office

Faculty members shall serve from the time of their appointment at the end of spring quarter until the end of the spring quarter of the following year. Student members shall serve from the time of their appointment during the fall quarter until the close of the summer quarter of the following year. A member may succeed himself for one additional year.

Filling Vacancies

If a faculty position becomes vacant, the Committee on Student Affairs shall appoint a faculty member to fill it for the remainder of the year. In taking this action, the Committee on Student Affairs should seek recommendations from campus publications, or, if the Committee on Student Affairs feels that time is a critical factor, it should act upon its own initiative and judgment. If a student position should become vacant, the Committee on Student Affairs shall review the names previously considered through nomination or application and if a majority of the members agree upon an individual from this list, he shall be selected. If no one from this list is selected, CSA may act upon its own initiative and judgment in selecting a student to fill the position for the remainder of the term of office.

Attendance

Regular attendance is expected of all Board members. In the event a Board member is unable to fulfill this obligation, the Chairman of the Board shall initiate discussions with that member for the purpose of evolving a mutually satisfactory resolution of the problem.

Meetings

Meetings of the Board of Directors shall be held when, in the opinion of the Chairman, there is sufficient business at hand to warrant a meeting. There

shall be a minimum of two regular meetings per quarter. Any three members of the Board may petition to call a special meeting. Announcement of all meetings shall be upon four days notice, "notice" being an acknowledged telephone call to a designated number supplied by each Board member, followed by a written notice sent by United States mail to an address designated by each member.

Quorum

Five members shall constitute a quorum. If there is a vacancy on the Board, the number required for a quorum shall be reduced as follows:

One vacancy—Quorum:Four (at least 2 students and at least 2 faculty)

Two vacancies—Quorum:Four (at least 2 students and at least 2 faculty)

Three vacancies—Quorum:Three (at least 1 student and at least 2 faculty)

In the absence of a quorum the Chairman may initiate discussion among members present under the principle of the committee of the whole.

Minutes

Minutes shall be taken by the secretary at all business meetings; they shall be distributed to all regular members and to ex-officio members, the Committee on Student Affairs, the Student Government, the Library, the Office of the Dean of Student Affairs, and the Office of Organizations and Activities.

Status of Student Publications

1. Each student publication shall be constituted as a student organization under the established procedures for recognition and operation.

2. The Board of Student Publications may require student publications to furnish it with documents and information in addition to those usually required of student organizations, dependent upon and relevant to the nature of the publication: Organizational charts and job descriptions, operational procedures, financial statements, staff directories, style sheets, and internal grievance procedures are examples of documents and information that may be required.

3. Neither recognition nor allocation of Student Activity Funds confer "official" status upon a student publication.

4. The Board of Student Publications may stipulate that each student publication make evident to readers the independence of its editorial policy and content from those of the University and from those of individual students, faculty, administrative officers within it who are not student staff members of the publication or who do not contribute signed articles and letters to it.

5. Student publications shall not display the seal of the University of Illinois as part of the masthead or design format.

Key Student Staff for Campus Publications

Selection

1. Each publication shall have an editor in chief, who bears primary responsibility for all editorial, operational, business, advertising, and personnel matters. The editor in chief shall appoint editors and managers as determined by the constitution of the organization, except as in paragraph 2, below.

2. When, in the opinion of the Committee on Student Affairs, a position on a campus publication involves such status and service as to warrant compensation in the form of a direct scholarship, granted in addition to any other assistance the student may be receiving, then the student who will fill the position shall be selected by the Board in accordance with the following procedure:

a. Any student who meets the qualifications prescribed for a given position may apply during an announced period of not less than one month's duration, occurring between the first day of the winter quarter and the first day of the spring quarter.

b. At the close of the application period, a list of all students who have applied shall be posted in the Library and in Chicago Circle Center. The staff and advisers of a publication may individually or collectively submit written comments to the Board concerning any applicant.

c. Members of the Board will interview all applicants and will solicit any additional information or recommendations they deem necessary. Not later than the fourth week of the spring quarter the Board shall announce the names of all persons selected to receive scholarship positions.

Removal of Student Staff Members

The editor in chief has the authority, stemming from the responsibilities cited above, to remove any staff member from a position to which he was appointed by the editor in chief. The editor in chief shall furnish anyone so removed with a written statement listing the causes for the action. An editor in chief's request for the resignation of a staff member is tantamount to dismissal, and a written statement of cause shall be furnished to the individual, with a copy to the Board.

The editor in chief may request that the Board remove any staff member holding a Board-appointed scholarship position.

In removing any student from a position, including that of editor-in-chief, the Board will adhere to the following steps, which will constitute due process:

A. Any student or faculty member or affected non-University person (such as an advertiser or the subject of editorial or news comment) may write a letter of complaint to the Board of Directors.

B. The Board or a special subcommittee of the Board will investigate or discuss the complaint, and, if it is deemed sufficiently serious, may, by majority

vote of members present, including at least two faculty members and two student members, announce a hearing on the matter, to be held not earlier than two weeks after the Board vote.

C. The Board may invite persons to appear at the hearing; persons may ask the Board for permission to appear to present testimony or evidence. The affected publication-staff member shall be furnished with a statement of the complaint and may be present at all open sessions. He shall be invited to present testimony on his own behalf, assisted by such advisory persons as he requests, and shall be granted permission to have those persons, as he may desire, testify at the hearings.

D. After the hearings, the Board of Directors may, in closed session and by a two-thirds vote, including those of at least two student members and two faculty members, remove the student from his position.

Filling a Vacancy for a Scholarship Position

When a Board-appointed position becomes vacant, the Board may designate an acting appointee to serve until the end of the appointment term. Members of the Board may offer names in nomination or individuals may apply by letter to the Board. A formal application period and a procedure to be followed are not required. The operating procedures for each publication shall include an interim-succession designation, effective for the period prior to Board action.

Advisers

In order that work on a student publication may contribute as broadly as possible to the student's educational development through increased professionalism in both journalistic and business matters, each campus publication shall select a journalism adviser and a business adviser. These faculty advisers shall be of the rank of instructor or higher.

The journalism adviser of a campus newspaper should be a faculty member qualified in the field of journalism and experienced in newspaper operations.

Similarly, the business adviser for a campus newspaper shall be a faculty member specializing in management and advertising.

The duties of the journalism adviser of a campus newspaper shall be advisory only. He shall be allowed to review an issue prior to publication only with the knowledge and consent of the editor in chief.

The business adviser shall assist in training the staff in advertising principles and practices and in business procedures. The standard University business procedures will be followed in all financial transactions and contracts.

A publications specialist shall be appointed by the Dean of Student Affairs with the advice of the Committee on Student Affairs. He shall be available to all student publications for advice and aid on any technical problems which may arise.

Policies and Regulations

The Use of University Space

The basic use of University space is governed by the following:

It is the policy of the University to maintain and encourage full freedom, within the law, of inquiry, discourse, teaching, research, and publication. . . .

The University Statutes: Section 39 (a)

Consistent with the policy stated above, the University will operate in accord with the tradition of full freedom of discourse for visiting speakers but within the limitations imposed by the law, the rules of the Board of Trustees, the University regulations, and the welfare of the University.

From Rules Concerning University Organization: Section 21.

- (a) The use of University premises and facilities by (any) individual(s) or organizations for any purpose other than in connection with the University's regular educational or research programs is not permitted except with the approval of the appropriate University authorities.

Subject to the approval of the appropriate University authorities, University premises and facilities may be used for meetings of student, faculty, and staff organizations recognized by the University, and for meetings sponsored by allied organizations such as the University of Illinois Foundation, the Alumni Association and the Athletic Association. In no case may an admission fee be charged for, or contributions solicited at, any meeting on University premises except when permission is granted in accordance with University regulations. Such permission shall be given only:

- (1) To student organizations when the proceeds for such gatherings go into the treasury of the organization concerned, the funds of which are expended according to University rules under the supervision and with the approval of the appropriate University authorities.

- (2) To faculty and staff organizations recognized by the University when the fee to be charged is for the purpose of paying the expenses of the meeting.

- (3) To allied organizations such as the University of Illinois Foundation, the Alumni Association, and the Athletic Association.
- (b) With the approval of the appropriate University authorities (and subject to other general regulations stated herein and to such additional regulations as may be developed with the advice of a committee created for this purpose), University premises and facilities . . . may be used for meetings of outside organizations, provided the organizations and meetings are concerned primarily with matters of educational or public significance. In granting permission for the use of University premises and facilities for meetings of such groups, the following conditions and restrictions shall apply:

- (1) The use of University facilities shall not be permitted for any purpose which, although in accord with the general purposes of the University, is of such a character or occurs at such a time or in such circumstances that it is likely to interfere with any aspect of the work of the University or any of its departments.
- (c) Use of University premises and facilities by individuals other than in connection with University educational or research programs would be permitted only under regulations formulated by the President or under his direction.
- (d) The use of University premises and facilities for meetings to be addressed by speakers (other than students, members of the faculty, and members of the staffs of organizations housed in University buildings) shall be subject to approval by a committee composed of members of the faculty appointed for that purpose by the President of the University and subject to regulations formulated by that committee and approved by the President.
- (e) University premises and facilities . . . may be used for political purposes only when all of the following conditions are met:

(1) The event is sponsored by a division, department, institute, college or other administrative unit of the University, or by a student organization officially recognized by the University.

(2) The political party involved is one which qualifies as, or is declared to be, a political party under the laws of the State of Illinois.

(3) The event is planned to serve an educational purpose.

- (h) The use of University premises and facilities . . . shall be subject to all applicable State and Federal laws and shall also be in accord with the policies of the Board of Trustees.

The applicable State statute is this:

No trustee, official, instructor, or other employee of the University of Illinois shall extend to any subversive, seditious, and un-American organization, or to its representatives, the use of any facilities of the University for the purpose of carrying on, advertising, or publicizing the activities of such organization.

State of Illinois Revised Statutes, Chapter 144, Section 48.8., The Use of University Space by Subversive Organizations.

Priorities for Reservations of Space

Requests for University space by recognized organizations and activities and closely affiliated groups are processed on a first-come-first-served basis.

Amphitheater, Use of. The Amphitheater may be reserved at the Reservations Desk in Chicago Circle Center. Amplifiers may be permitted but must be furnished and controlled by the Office of Instructional Resources. A charge will be made for the operator but not for the equipment.

Student Conduct and Discipline

The University may at any time exclude or impose conduct probation on a student whose conduct is considered to be undesirable and/or not in the best interest of the University community. Generally, undesirable conduct may consist of one, or a combination of several, of the following:

1. Disruptions of normal and necessary academic, administrative, and extracurricular functions of the University.
2. Conduct which prevents, seriously limits, or creates hazards for regular University activities of students, faculty, and staff.
3. Violations of national, state, or city laws on campus or at University functions.
4. Withholding information or giving false information on an application for admission, readmission, or registration. Such action may result in ineligibility for admission to the University or be cause for dismissal.
5. Failure of the student to respond to requests from University officials for conference on matters pertaining to his status in the University.
6. Violations of University rules on the use of intoxicants (see page 58).
7. Violations of regulations on demonstrations, picketing, distribution of mimeographed and printed materials (see page 59).
8. Alteration or mutilation of an official University document or permission for the use thereof by an unauthorized person: I. D. cards, course program cards, change slips, receipts, transcripts of credit, and like documents are official documents.
9. Violations of regulations established for student organizations (including financial regulations and student election regulations).

Academic Irregularities are usually handled by the colleges or other academic units *unless* suspension or dismissal is recommended. In these circumstances, cases are handled under the provisions that follow.

Responsibilities and Procedures

Discipline for undesirable student conduct is the responsibility of University administration, especially, but not exclusively, the Office of the Dean of Student Affairs. When discipline may include dismissal or some form of conduct probation, it is administered through the faculty Senate Committee on Student Discipline and its Subcommittee. The Subcommittee has original jurisdiction to hear evidence and to take action in such disciplinary cases. The Senate Committee on Student Discipline hears cases appealed to it. A student has the right to appeal to the faculty Senate Committee within five calendar days from the date of the mailing of the notice of Subcommittee action.

The Subcommittee operates under procedures established by the Senate

Committee after consultation with the University Legal Counsel. Subcommittee procedures may be summarized as follows:

1. Reports of student conduct which may require disciplinary action may come from a student, University personnel, or a member of the general public. A report, which must be in writing, is *not* a *charge*: It calls attention to a situation which should be examined and evaluated. The report is an official document and is under the jurisdiction of the Committee on Student Discipline.
2. Reports are made to one of *several* appropriate University officials, among them: The Dean of Student Affairs or members of his staff, the deans of Colleges, and the Investigating Officer of the Senate Subcommittee on Discipline.
3. A charge will not be made against a student until the report has been evaluated by the Investigating Officer of the Subcommittee in consultation with appropriate University officials. Usually, (unless a major violation of the law has occurred, or unless it appears that physical danger to members of the University community exists) a student will be interviewed in the Office of the Dean of Student Affairs and by the Investigating Officer of the Subcommittee on Student Discipline *before charges are made*. In a case of alleged academic irregularities a representative of the college involved will interview a student before placing a charge.
4. Charges are preferred, in writing, by an administrative officer of the University. The charges, which are presented to the Subcommittee, contain a statement of pertinent facts and any recommendation the officer wishes to make.
5. Charges are filed with the Investigating Officer of the Subcommittee.
6. A student who is to appear before the Subcommittee will receive written notice of the meeting and a "statement of charges sufficient to enable him to understand them and to prepare his defense to them."*
7. Written notice will be sent by certified mail or will be given directly to the student.
8. The Subcommittee hearing has three objectives: determination of facts; determination of student needs insofar as possible; determination of an action to be taken, based on the facts and the needs of the student within the framework of necessary protection of the University community.
9. The student must have a full and fair hearing and must be given an opportunity to make any statement, produce any evidence, or call on any witnesses to corroborate his statements and present facts that have bearing on the charges.
10. The hearing is not a *court* procedure; therefore, the technical rules of evidence and of procedure do not apply.
11. If he desires, a student may bring legal counsel to the hearing, in which case he will notify the Chairman of the Senate Committee on Student Discipline and will furnish the name of such counsel. The university will then also have counsel. New arrangements for the hearing will be made to accommodate the counsel.

* Procedures adopted by the Chicago Circle faculty Senate Committee on Student Discipline.

12. In certain cases action may be taken by the Subcommittee Investigating Officer. In no instance may such action involve dismissal nor can it be taken without the consent of the student, who may *always* insist on a hearing.
13. In certain instances an administrative officer may suspend a student from classes pending a hearing. The hearing must be held promptly under rules specified in detail in the *Procedures* of the Subcommittee. These rules may be ascertained in the Office of the Dean of Student Affairs or from the Investigating Officer of the Subcommittee.
14. Written notice of all actions of the Subcommittee or those taken on its behalf by its authorized officers, shall be sent to the student, his parents, his college, the Office of Admissions and Records, and the Dean of Student Affairs.
15. Names of students involved in disciplinary matters may not be released by the University, by its employees, or by members of the Committee on Student Discipline.
16. Only in unusual cases will the Senate Committee take original jurisdiction of a case.
17. The Subcommittee may: dismiss charges, refer students for assistance to appropriate University officers, reprimand, impose conduct probation (with various stipulations and for various lengths of time), or dismiss from the University.
18. The Subcommittee will consider petitions from students on conduct probation or dismissal. The Subcommittee also rules on petitions from students who wish to transfer to Chicago Circle and who have conduct citations on their transcripts.
19. A student who is alleged to have committed academic irregularities (plagiarism, dishonesty in examinations, and like actions) will be reported to the dean of his college. The dean may impose penalties, but he may *not* dismiss. If he wishes to recommend dismissal, he will prefer charges and file them with the Investigating Officer of the Subcommittee. Thereafter, the process outlined above will apply.
20. A student who is dismissed loses all the privileges of his status as a student and must separate himself from all curricular and extracurricular activities of the University.

More detailed information about Student Discipline is available from the Dean of Student Affairs or from the Investigating Officer of the Subcommittee on Student Discipline.

Student Identification Cards

Student identification cards should be available at all times, for they serve important functions. For example, they may be used for admittance to various University programs and buildings, for checking out library materials, for cashing checks, for voting in student elections, and for identification when required by various University officials.

Safety Regulations

1. Riding bicycles, motor scooters, motorbikes, and skate boards is prohibited on campus.
2. Playing ball in locations other than the athletic field is prohibited on campus.
3. Pets of any kind may not be brought to the campus.
4. Smoking is prohibited in classrooms, laboratories, elevators, and other areas designated by "No Smoking" signs.

Sunbathing

Sunbathing is permitted on the deck of the swimming pool in Chicago Circle Center.

Alteration and Mutilation of University Documents

A student who intentionally alters or mutilates any official document of the University, such as transcript of credits, program card, change slip, receipt, identification card, and the like, is subject to disciplinary action. If a student believes that an error has been made in his records or his program, he should bring the matter to the attention of the proper University officer and not attempt alteration himself.

Salesmen

Salesmen and agents are prohibited on University property unless they are on University business.

Group Absences

General regulations pertaining to group absences from class by athletic teams, musical organizations, and student clubs are determined by the faculty Senate, acting through the Committee on Student Affairs, and are administered in each case by the Subcommittee on Student Discipline. Group absences for field trips that are a part of academic work must be reported to the Office of the Director of Student Organizations and Activities. Forms for reports are available at the University Business Office.

Individual Absences

A student's responsibility for attending his classes is constant, even though his participation in events of recognized organizations and activities might entail his absence from class. The student is always responsible for an explanation of his absences; excessive absence from class may be reported to the dean

of the college in which the student is enrolled, and an explanation may be called for to clarify his status in the University. If he has been absent because he has attended an event approved by the Committee on Student Affairs, the Director of Organizations and Activities will provide, on request and if appropriate, an explanation that can be presented to the student's dean and to his instructors. Excused absences are not given by anyone in the University; all must be explained to the instructor if he so requests.

Overnight Trips

A University-recognized organization or activity that files intent to take an overnight trip must meet the following requirements:

File in the Office of the Director of Organizations and Activities the following information: 1. A detailed statement of the plans and a list of the members making the trip. 2. The Parents' Authorization for Overnight Trips for participating women students. 3. A description of hosting provisions and overnight accommodations that indicates the measures taken for the safety and well-being of the individuals involved.

Use of University Cars

When the members of an organization or an activity take a trip in a University car, they must be accompanied by a member of the faculty or the staff.

To receive consideration to use a University car, the student representative of the organization must present to the Director of Organizations and Activities a written request, signed by the faculty adviser and the appropriate student officer, containing detailed information about the extent and nature of the trip. If policy permits, the Director of Organizations and Activities will issue a Car Release Order and Mileage Report, to be presented to the Transportation Office, which will issue a car if one is available.

Chicago Circle Campus Security

Within the intent of the University to permit necessary access to and use of buildings and facilities, campus security at Chicago Circle involves (1) the protection of all personnel while engaged in campus activities and (2) the safeguarding of campus buildings, facilities and departmental equipment, supplies, records, files, and similar materials. Responsibility for such security rests with the departments and with the University Police.

The Departments are responsible for the following security measures:

Locking of assigned offices and files, closing of windows, and turning off all electrical equipment—typewriters, heaters, and the like.

Safeguarding assigned University property, such as departmental equipment, supplies, files, records, and similar materials and reporting any theft, loss, or damage thereof.

- Custody of keys to buildings and rooms and reporting loss or theft of any key(s) issued to a department or to an individual.
- Regulation of access to departmental areas and offices.
- Reporting unusual incidents, such as strangers in an office or departmental area without an obvious reason for them to be there.
- Reporting all thefts to the University Police.
- Reporting thefts of inventoried property to the Business Office.

The University Police are responsible for general security, including the following:

- Patrolling campus parking lots, routes frequently used by University personnel, and the exterior areas of outlying buildings to ensure maximum personal safety.
- Noting and taking appropriate action on violations of ordinances, statutes, and University rules.
- In addition, *anyone* who observes an incident that may result in harm to persons or damage to University property is urged to report immediately to the University Police.

Campus Hours

That portion of the Chicago Circle campus bounded by Harrison, Halsted, Taylor, and Morgan streets will normally be open during the following periods:

Monday–Friday, 7 A.M. to 11 P.M.

Saturday, Sunday, Holidays–7 A.M. to 7 P.M.

Exceptions: Persons may leave the campus after the above hours. University staff may enter and leave as work schedules require. Approved campus activities and special events approved by the Office of the Chancellor or by an agency designated by that office may be held at hours other than those above.

Building Hours

All persons conducting University business, performing University duties, or pursuing studies have access to University buildings as follows:

Monday–Friday, 7 A.M. to 6 P.M.

Saturday, Sunday, Holidays–buildings are closed.

Exceptions:

The Library will be open on days approved and published by the Director of the Library.

Chicago Circle Center will remain open on the days approved and published by the Director of Chicago Circle Center.

University Hall will be open at all times for University staff and their guests and for students on University business. A pass desk on the first floor of the building will be open during these hours: 6 p.m. through 7 a.m.

seven days per week. All persons will be asked to identify themselves and to sign in and out at the pass desk during these hours.

Between academic quarters and at other special periods the building hours may be reduced; access to the building may then be obtained by calling University Police, Ext. 2830.

Such emergency situations as fire, power failure, and like unpredictable events may require changes in the building hours. However, such changes will be made only with the approval of the Office of the Chancellor.

General Information

Information Desks

The Information Desk for Chicago Circle Center is located in the main lobby (second floor) of the Center. There, general campus information, information about events and activities, and directions and tours for visitors may be obtained.

The Information Desk for University Hall is in the ground-floor lobby. Information about Admissions and Records, information about persons and offices in University Hall, and general campus information are available at this desk. Some official forms and some University literature may also be obtained there.

The Office of Public Information

The Office of Public Information represents the University to all news media in Chicago and the surrounding area and brings items of interest to the public through those media, including newspapers, radio, television, trade and professional magazines, and other publications and technical journals.

In addition, the office is available for consultation and advice on sources of background information for those departments or individuals who require information to be used in public appearances, such as speeches and radio and television appearances.

The Office of Public Information is frequently called upon to provide University representatives for radio and television appearances. As a participant in the University Speakers Bureau, its staff arranges speaking engagements and supplies programs. The Office works closely with alumni groups.

Note: All commercial publicity involving the University *MUST* be cleared by the Office of Public Information.

Lockers

Assignment of Lockers. Lockers for the current quarter are assigned, by computer, to all advance-enrolled students. Students entering at residual registration will be assigned lockers by Chicago Circle Center, at the Lost and Found window.

The locker number entered on the student's I. D. Card is his authority to take possession of that locker only. The student is not authorized to change from that locker to any other without specific permission. He may use the locker until the end of the quarter provided he continues in residence. Locker assignments are not made for more than one quarter.

Locker Records

Records of locker assignments are kept alphabetically by name and numerically by locker number.

Locks

- A. A student must furnish his own lock. Locks are available at the Chicago Circle Center Bookstore.
- B. All locks are to be removed and lockers vacated at the close of each quarter or on withdrawal from the University.
- C. The deadline for removal of locks is the Monday following the close of each quarter or ten days after withdrawal from the University.
- D. After the deadline specified in C, locks will be cut off and the locker contents will be removed to the Chicago Circle Center Lost and Found Department. After 30 days, unclaimed contents will be disposed of in accordance with University policy. The University of Illinois does not assume any responsibility for articles left in lockers nor for their safe custody or final disposition.

A lock placed on the wrong locker or a lock placed on a locker not issued to an individual will be cut off and the contents disposed of as specified in D.

Locker Numbering Code

The locker number consists of three units that locate the locker:

A—The building code letter.

B—The floor location within the building (first number, except in the Lecture Center locker rooms).

C—The specific locker on a given floor (last three numbers).

Example: Locker number A2-031 is located in Jefferson Hall on the second floor.

Building Code Letter	Floor Number	Floor Location
A	2	031

<i>Building Code Letters</i>	<i>Building Name</i>
A	Jefferson Hall
B	Grant Hall
C	Douglas Hall
D	Lincoln Hall
EN	105 Lecture Center (North locker room)
ES	155 Lecture Center (South locker room)
F	Taft Hall
G	Burnham Hall
H	Addams Hall
J	Science and Engineering Laboratories

Parking and Public Transportation

Parking lots at the University are self-sustaining and self-liquidating; hence, there are no free lots. For the 1967-1968 academic year fees for daily parking will be 25 cents in and 25 cents out. Parking fees for the quarter are \$15 for students, faculty, and staff.

City transportation to the campus is via the Congress and Douglas Park trains and the Halsted, Harrison, Taylor, and Roosevelt Road bus lines.

Housing

The University does not provide, recommend, or supervise housing for the Chicago Circle campus. The Dean of Women provides information about Urbana housing.

Hospital-Medical-Surgical Insurance

All students enrolled and in attendance at Chicago Circle are covered by this insurance, for which they pay a fee of \$6 at registration. Eligible dependents of insured students (spouse and/or unmarried dependent children under nineteen years of age) may also be insured if the student makes application to the University cashier, fourth floor of University Hall, within the time specified by the insurance policy.

Students enrolled in the spring quarter may elect to take the insurance for the entire summer vacation period by making application to the University Cashier between May 15 and the fifth day of instruction in the summer quarter. The insured student's eligible dependents may also be included in this coverage.

Claims for payment under the policy must be initiated in the Insurance Office, 420 University Hall.

Expenses at the University of Illinois at Chicago Circle

Estimated moderate expenses for three academic quarters for unmarried undergraduate students total \$1440, excluding such variable items as clothing

and recreation. Tuition and fees only are \$864 for nonresidents of Illinois. See *Financial Aids*.

The Library

Familiarity with the following information will enable students to take maximum advantage of library services.

Hours. Monday through Thursday, 7:30 A.M. to 10 P.M.; Friday, 7:30 A.M. to 8 P.M.; Saturday, 9 A.M. to 5 P.M.; Sunday, 1 P.M. to 9 P.M. Between quarters, Monday through Friday, 7:30 A.M. to 5 P.M.; closed on Saturday and Sunday. Hours for summer quarter will be announced.

Library Cards. The University Identification Card is the official library card, and must be presented each time materials are withdrawn. When the student leaves the library, all books, pamphlets, and periodicals will be checked by the exit attendants.

Circulation. Open-shelf books may be borrowed for two weeks. With some exceptions, two renewals are possible, unless the book is needed by another reader. Reference books, labeled "non-circulating," and periodicals may not be withdrawn except under special circumstances. Other library materials—pamphlets, documents, phonodiscs, maps and framed reproductions of prints and paintings—are available for loan under special conditions.

Reserve Book Desk is located on the first floor. Required readings for class assignments are shelved at this desk and circulate for limited periods, usually for two hours during the day and overnight. A few reserve books circulate for three days or seven days.

Photocopy Service. Xeroxing is available at 10 cents per frame in Room 350, first floor, Monday through Friday, from 8 A.M. to noon, and 12:30 P.M. to 4 P.M. A self-service copier, also 10 cents per frame, is located on the second floor, south of the Circulation Desk and is available at all hours the library is open.

Fines and Lost Book Charges. A fine of 15 cents per day is charged for overdue books. All lost books should be reported immediately to avoid accumulating excess charges. If such books are not found after a reasonable time, the loser will be billed for them. Billings for all fines and lost books are handled by the Business Office.

Audio Service Center. An area for listening to recorded materials of many kinds is located on the fourth floor. Facilities are available for individuals and group listening.

Picture Service. A collection of framed pictures which may be borrowed for extended periods by students, faculty and staff, is also available.

Athletics—Intramural and Intercollegiate

Eighteen intramural activities are offered, some of which are bowling, handball, swimming, table tennis, weight lifting, tennis, and volleyball. There is also a creative dance program for women. Most of these activities are located in Chicago Circle Center. Competition in intramural sports is open to all students, and all equipment is furnished. The breadth of the program makes it possible for almost every student to participate.

Intercollegiate athletics, supported completely by student fees, include fourteen sports—soccer, football, cross country, basketball, swimming, gymnastics, track, wrestling, fencing, baseball, tennis, golf, volleyball, and ice hockey. Freshmen are presently eligible to compete, and a full schedule is offered in every sport. Students are admitted to all home contests upon presentation of their identification cards.

Students are encouraged also to participate in community activities, but the University cannot assume any responsibility for their actions or their safety.

The Reserve Officers' Training Corps

The principal objective of the college-level Reserve Officers' Training Corps program is to develop commissioned officers for the United States Army Reserve. The program is specifically designed to enable potential leaders to prepare themselves for effective service in the Army; it also offers individual training in developing the essential qualities of leadership required for success in either a civilian or a military career.

Participation in the college-level R.O.T.C. program is offered on a voluntary basis to qualified male students.

A student entering the University after successfully completing military training in a high school or a preparatory school that has an accredited Junior Division R.O.T.C. program will be entitled, upon enrollment, to such placement as may be determined by the professor of military science. However, in no case will this placement exceed the first year of the Basic Course.

Active duty may be offered for credit at the rate of six months active duty for each year of the Basic Course.

Deferment from selective service is granted until completion of the R.O.T.C. program to those students who are qualified and are approved by a deferment board composed of military and civilian faculty personnel. If they maintain the required standards, students will retain their deferment throughout their course in military science. See the Catalog for a detailed description of the Basic and Advanced programs, commissioning, and a listing of the courses in military science.

Information for Veterans

Training Records. The records section of the Office of Admissions and Records keeps all training records for students enrolled at Chicago Circle

under the Veterans Readjustment Benefit Act of 1966 (Public Law 89-358) and the Vocational Rehabilitation Training Act. All questions about certificates of eligibility, training, subsistence, dependency, and transfer of school under these bills should be referred to this office.

General Information. Veterans having questions may come to the Records Counter of the Office of Admissions and Records, which will assist them if possible.

Selective Service Information

All requests for information to be sent to Selective Service local boards are handled by the Office of Admissions and Records. Inquiry may be made at the Information Desk on the first floor of University Hall. A student may also bring to the Records Counter questions concerning his personal draft status. For full-program requirements see page 22.

Information on Military Service

The Commandant of the R.O.T.C. Unit will supply information about service in the Army.

The Dean of Men will supply information about service in the Air Force, the Marines, and the Navy.

Lost and Found

Articles may be turned in or claimed in Room 222, Chicago Circle Center.

Index

Absences

- drop rules for, 26
- group, 72
- individual, 72

Academic Honors, 31

- department, 31
- general college, 31
- additional, 32
- dean's list, 32
- special, 32

Address, Change of, 15

Admission

- residence classification for, 19

Advance Enrollment, 13

Advanced Standing

- in mathematics, 16
- in teacher education, 26

Advanced Placement Programs, 16

Alpha Lambda Delta, 32

- book award, 32

Athletics

- intramural, 80
- intercollegiate, 80

B. B. Freud Award, 32

Board of Trustees, 9

Book of Academic Honors, 31

Calendar, Academic, 6

Campus Security, 73

Cars, Use of University, 73

Change

- of address or name, 15
- of curriculum, 27
- of study program, 27

Changing Colleges at Chicago Circle, 26

Change from One College to Another, 26

Chicago Circle Center, 50

Classification of Students, 21

Correspondence Courses, 28

Courses

- correspondence, 28
- repetition of college, 27
- repetition of high school, 16

Dean

- of men, 34
- of women, 35
- of Student Affairs, 34

Drop Rules

- basic, 23
- additional, 26

Drop Rules, Colleges and School of Physical Education, 25

English Requirement, 28

Ernest C. Van Keuren Award, 32

Examinations

- quarter, 28
- proficiency, 29
- special, 29

Expenses, 36, 78

Fees, 14, 19

Financial Aid

- nonuniversity, 35

Foreign Students

- coordinator of affairs, 48

Full Program Requirement, 22

- General Curriculum
 - mandatory transfer to, 24
- Gordon Lee Goodman Award, 32
- Grade-Point Average, 22
- Grades
 - quarterly reports, 15
 - transcripts of, 15
 - and symbols, 22
- Graduation Requirement Rule, 23
- Graduation with Honors, 30
- Grants, Educational Opportunity, 40
- Health Service, 49
- Honors Day, 31
- Hospital-Medical-Surgical Insurance, 15
- Hours
 - campus, 74
 - building, 74
- Housing, 78
- Identification Cards, 71
- Indebtedness to University, 14
- Information Desks, 76
- Insurance, Hospital-Medical-Surgical, 15
- James Scholars, 31
- Library, 79
- Loans
 - long-term, 41
 - University long-term, 42
 - NDSL, 42
 - United Student Aid Funds, 43
 - Higher Education Act, 43
 - Cuban-student program, 44
 - other programs, 44
- Lockers, 77
- Lost and Found, 81
- Map, Campus, 4
- Military Service
 - withdrawn from University to enter, 15, 17
 - information, 81
- Name, Change of, 15
- Officers, Administrative, 10
- Organizations and Activities,
 - Office of, 46
- Organizations, Campus, 47
- Parking, 78
- Phi Eta Sigma, 32
- Physical Education Requirements, 30
- Placement Service, 35, 46
- Public Information, Office of, 76
- Probation Rule, Basic, 23
- Probation Rules, of Colleges and
 - School of Physical Education, 24
 - Architecture and Art, 24
 - Business Administration, 24
 - Education, 24
 - Engineering, 24
 - Liberal Arts and Sciences, 25
 - Physical Education, 25
- Professional Colleges, Admission to, 17
- Readmission to the University, 17, 26
- Refunds, 14
- Registration
 - exemptions for continuing and former students, 13
 - residual, 14
 - late, 14
 - as a visitor, 14
 - concurrent, 28
- Residence Requirement for Graduation, 23
- Roscoe E. Harris Award, 32
- R.O.T.C., 80
- Safety Regulations, 72
- Salesmen and Agents, 72
- Scholarships
 - general information, 36
 - eligibility, 36
 - applications for, 36
 - established by State Statutes, 37
 - awarded by Illinois State Scholarship Commission, 37
 - county scholarships, 38
 - General Assembly Scholarships, 39
 - Special Teacher Education, 39
 - Teacher Education, 39
 - military, 39
 - awarded by outside agencies, 39
 - tuition waiver for superior students, 40
 - work scholarships, 40
 - foreign-displaced student, 40
 - junior college, 40
 - non-State tuition, 40
- Scholastic Information, Additional, 26

Scholastic Regulations of Colleges and
School of Physical Education, 23
Selective Service Information, 81
Speech Clinic, 49
Student Affairs, 34
Student Code, 54
Student Affairs, 54
Academic Standards for
Student Officers, 55
Recognition of Student Organizations,
55
Hearings and Appeals, 59
Finances of Student Organizations, 59
Student Conduct, 69
Student Counseling Service, 49
Student Employment Service, 35, 45
Student Publications Regulations
Board of Directors, 61, 62, 63, 64
Status of Student Publications, 64
Student Staff, 65

Advisers, 66
Sunbathing, 72

Teacher Education
advanced standing in, 26
Transportation, Public, 78
Trips, Overnight, 73

University Documents,
Alteration and Mutilation of, 72
University Space, Use of
priorities for reservations of, 68
amphitheater, use of, 69
Urbana, Transfer to, 17

Vacations, Off Quarter, 20
Veteran's Information, 80

Withdraw from the University, 17
to enter military service, 15

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